

SLEIS Walkthrough Guide



Jacquelyn Cuneo

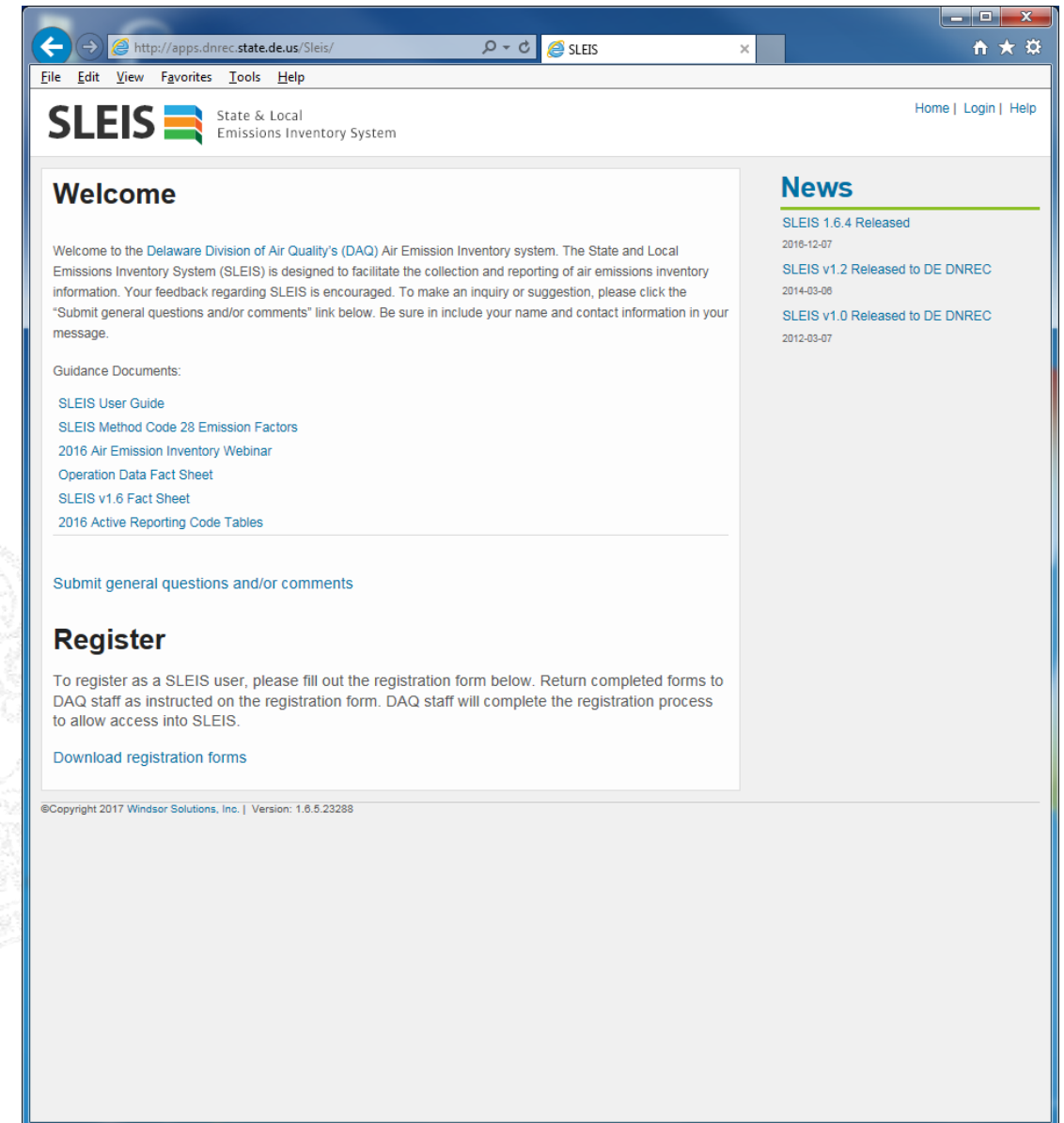
DNREC Division of Air Quality

jacquelyn.cuneo@state.de.us | (302) 739-9402

Blue Skies Delaware; Clean Air for Life

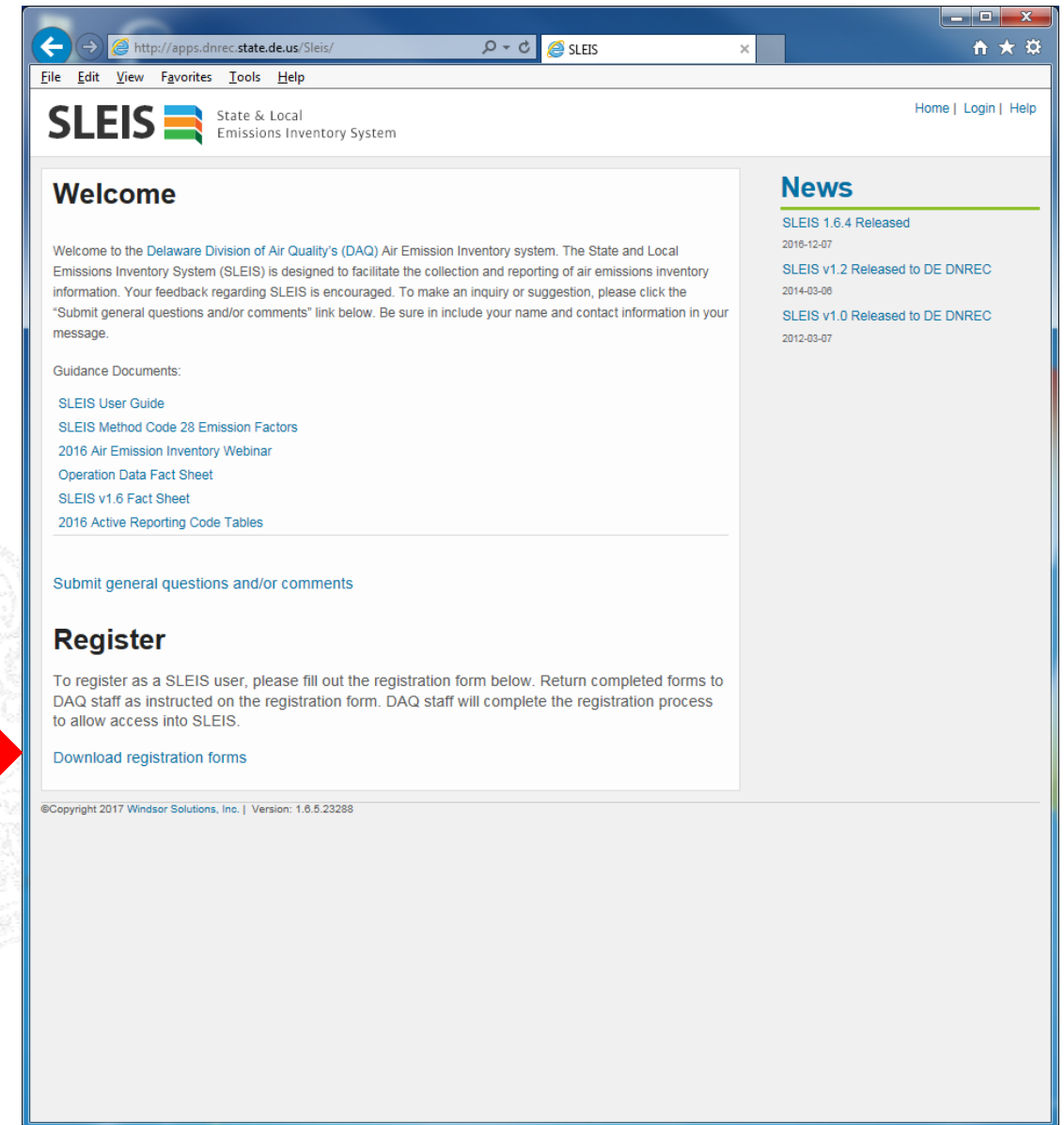
SLEIS Home Page

- Web address:
<http://apps.dnrec.state.de.us/sleis/>
- Welcome
 - ☐ Application overview
 - ☐ Guidance Documents
 - ☐ Comments
- Register
 - ☐ Registration Forms
- News



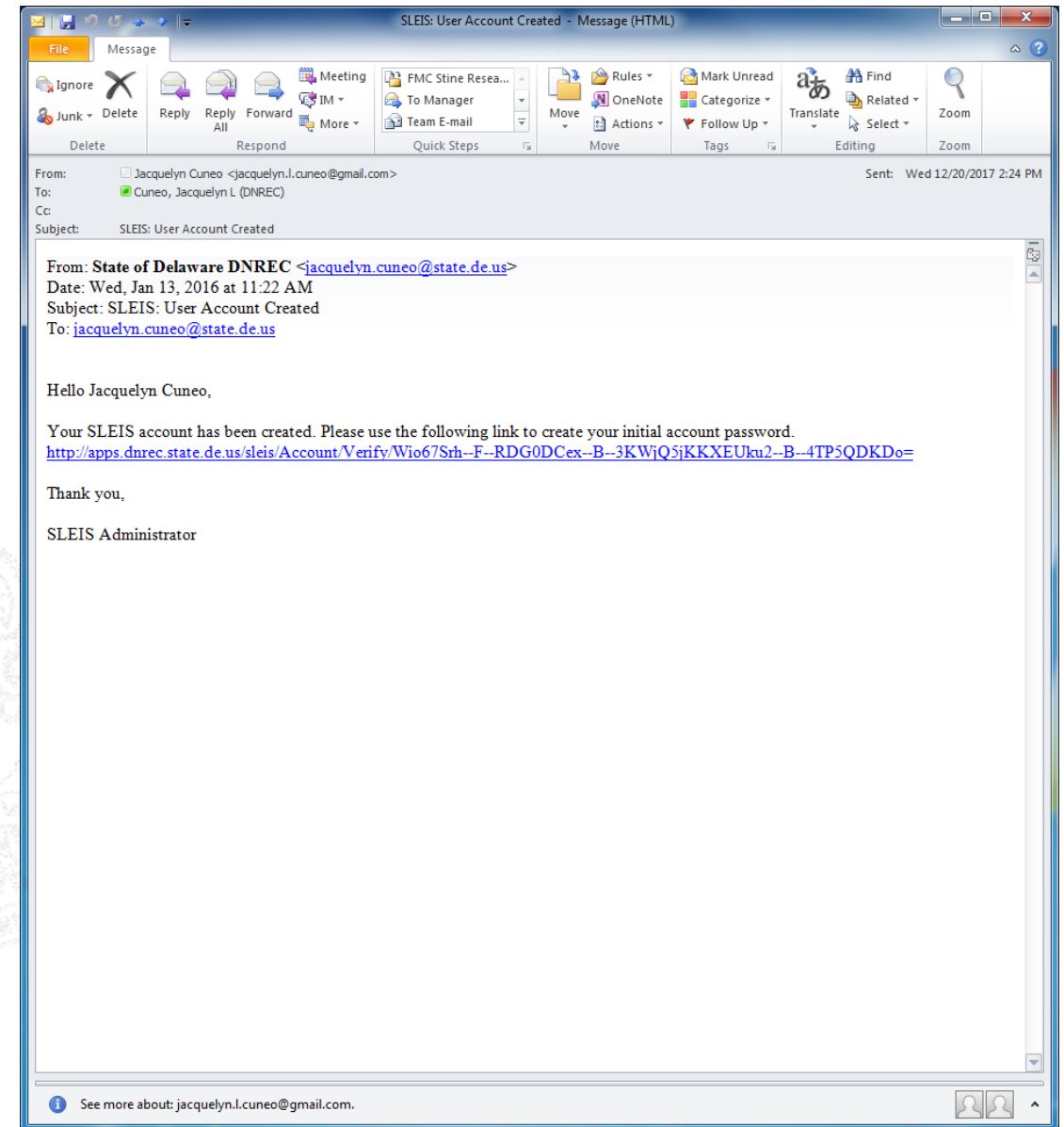
Registration: New Users

- Download Registration Form from SLEIS Home Page
- Fill out form with SLEIS user information
- Assign SLEIS user roles:
 - ☐ Administrator
 - ☐ Submitter
 - ☐ Editor or Viewer
- Return form to jacquelyn.cuneo@state.de.us



Logging In: New Users

- DAQ staff will create new user accounts
- New users will receive an email from the “State of Delaware DNREC”
- Follow link in email to create initial account password



Logging In: New Users

- Create a new password
- Password must
 - be at least 8 characters and no more than 30 characters
 - include at least one upper case letter
 - include at least one lower case letter
 - include one numeric digit

Reset Password

Enter new password:

Confirm new password:

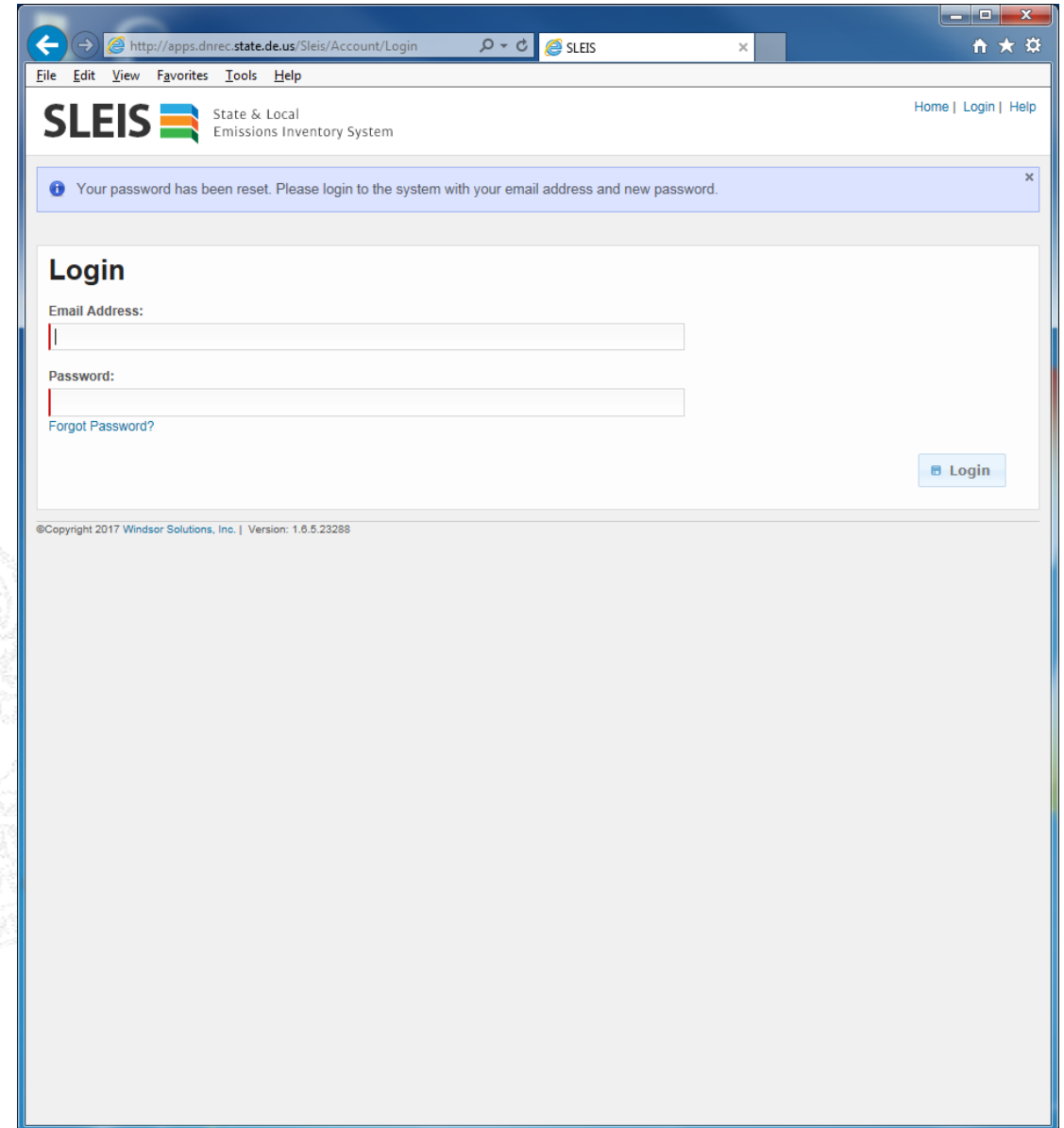
[Cancel](#) [Submit](#)

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.0.5.23288



Logging In: New Users

- After initial password has been set, log in using email address and password



The screenshot shows a web browser window with the URL <http://apps.dnrec.state.de.us/Sleis/Account/Login>. The page title is "SLEIS State & Local Emissions Inventory System". A notification bar at the top states: "Your password has been reset. Please login to the system with your email address and new password." Below this is a "Login" section with two input fields: "Email Address:" and "Password:". A link for "Forgot Password?" is located below the password field. A "Login" button is positioned to the right of the input fields. At the bottom of the page, a copyright notice reads: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.0.5.23288".



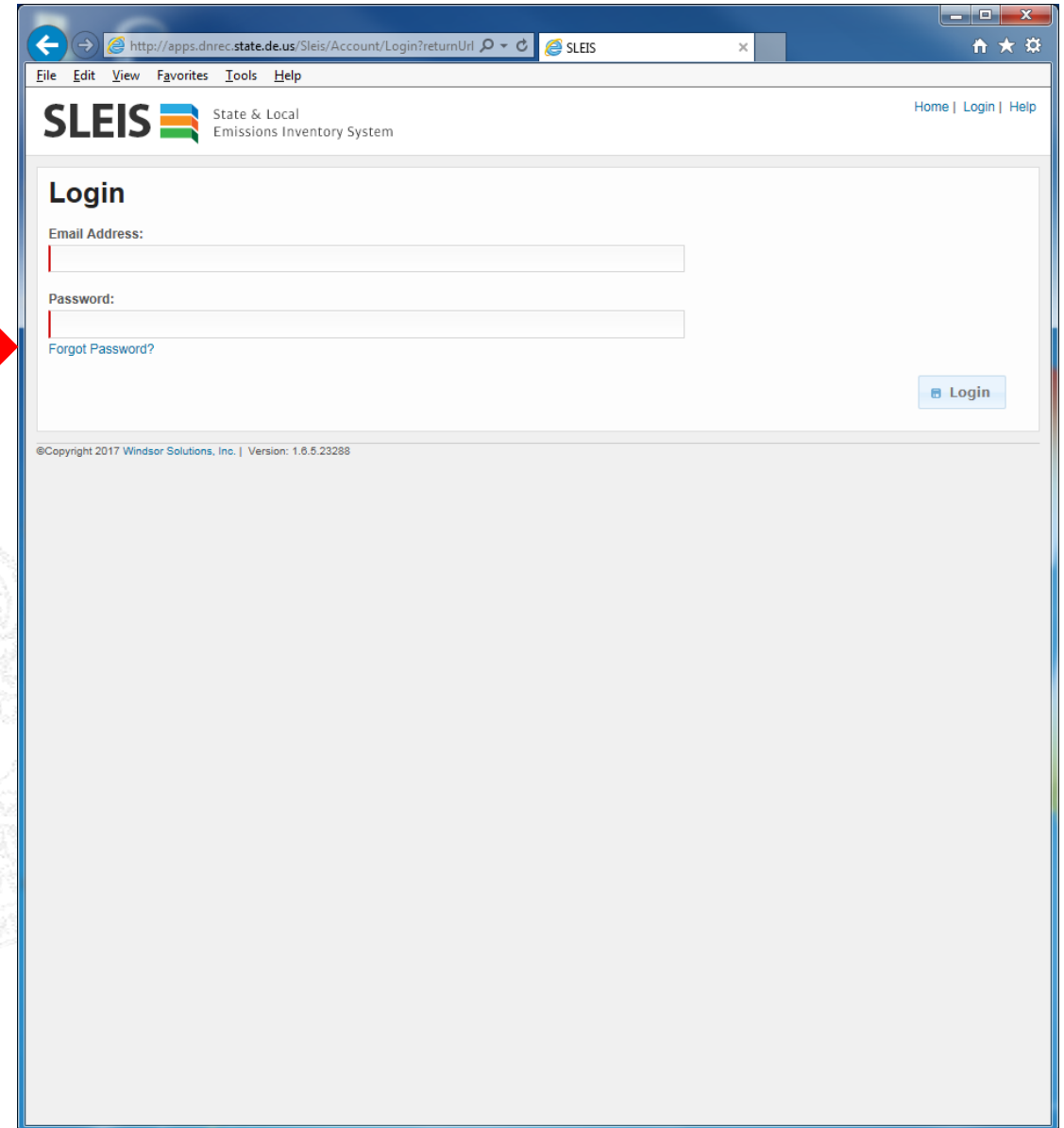
Logging In: Returning Users

- Click “Login” in upper right corner of SLEIS home page
- Log in using email address and password



Logging In: Forgotten Password

- Click “Forgot Password?”
- Enter email address and click “Submit”
- You will receive an email from the “State of Delaware DNREC”
- Follow link in email to create new account password




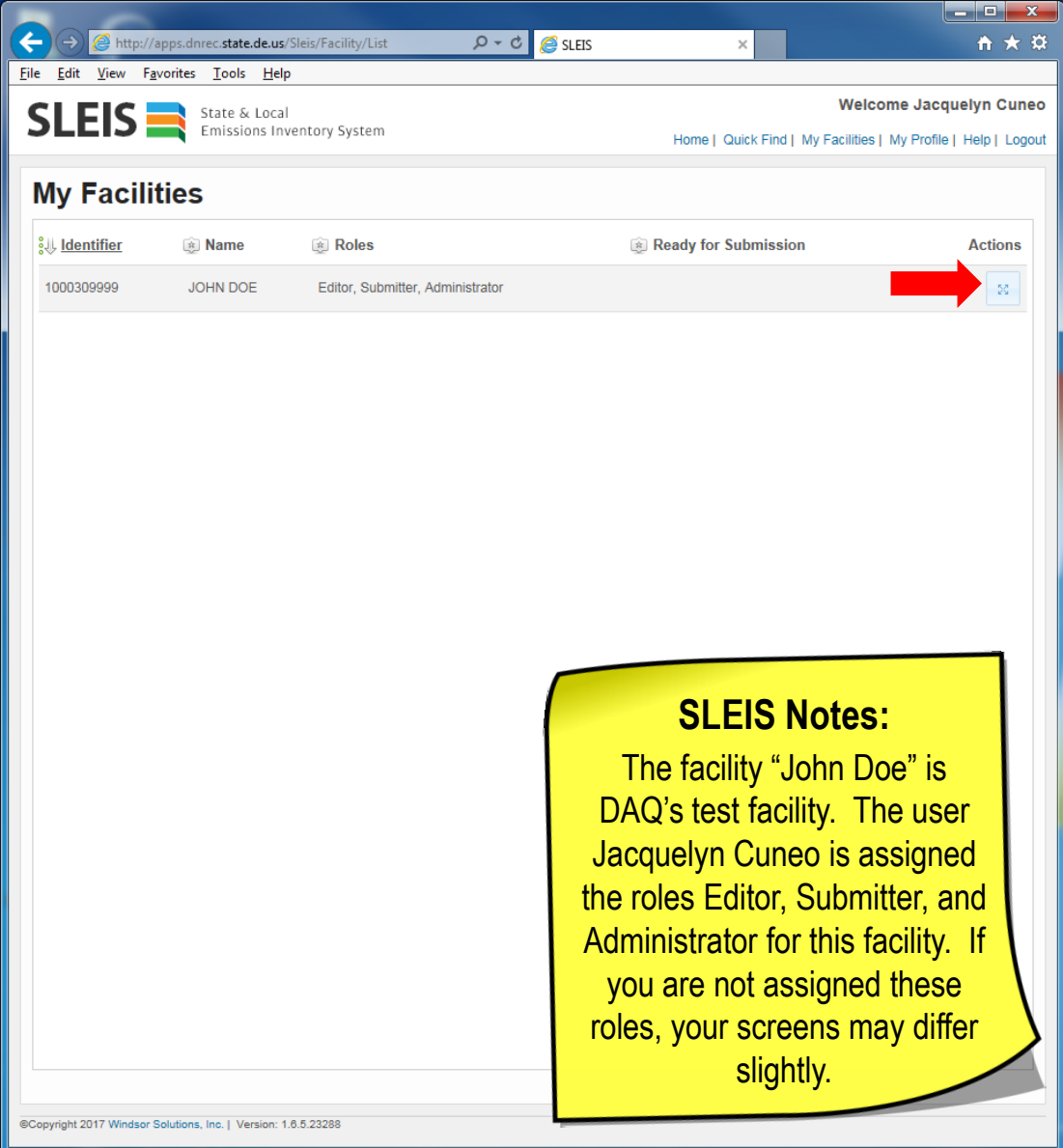
The screenshot shows a web browser window with the URL <http://apps.dnrec.state.de.us/Sleis/Account/Login?returnUrl>. The page title is "SLEIS State & Local Emissions Inventory System". The main content area is titled "Login" and contains two input fields: "Email Address:" and "Password:". Below the password field is a blue link labeled "Forgot Password?". A red arrow points to this link. To the right of the input fields is a blue button labeled "Login". At the bottom of the page, there is a copyright notice: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".




SLEIS:

My Facilities

- Once logged in to SLEIS, you will be brought to “My Facilities” page
- To view emissions inventory reports for a facility that you are assigned to, click the “Open”  button under the Actions title



Identifier	Name	Roles	Ready for Submission	Actions
1000309999	JOHN DOE	Editor, Submitter, Administrator		

SLEIS Notes:

The facility “John Doe” is DAQ’s test facility. The user Jacquelyn Cuneo is assigned the roles Editor, Submitter, and Administrator for this facility. If you are not assigned these roles, your screens may differ slightly.

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



SLEIS:



My Reports

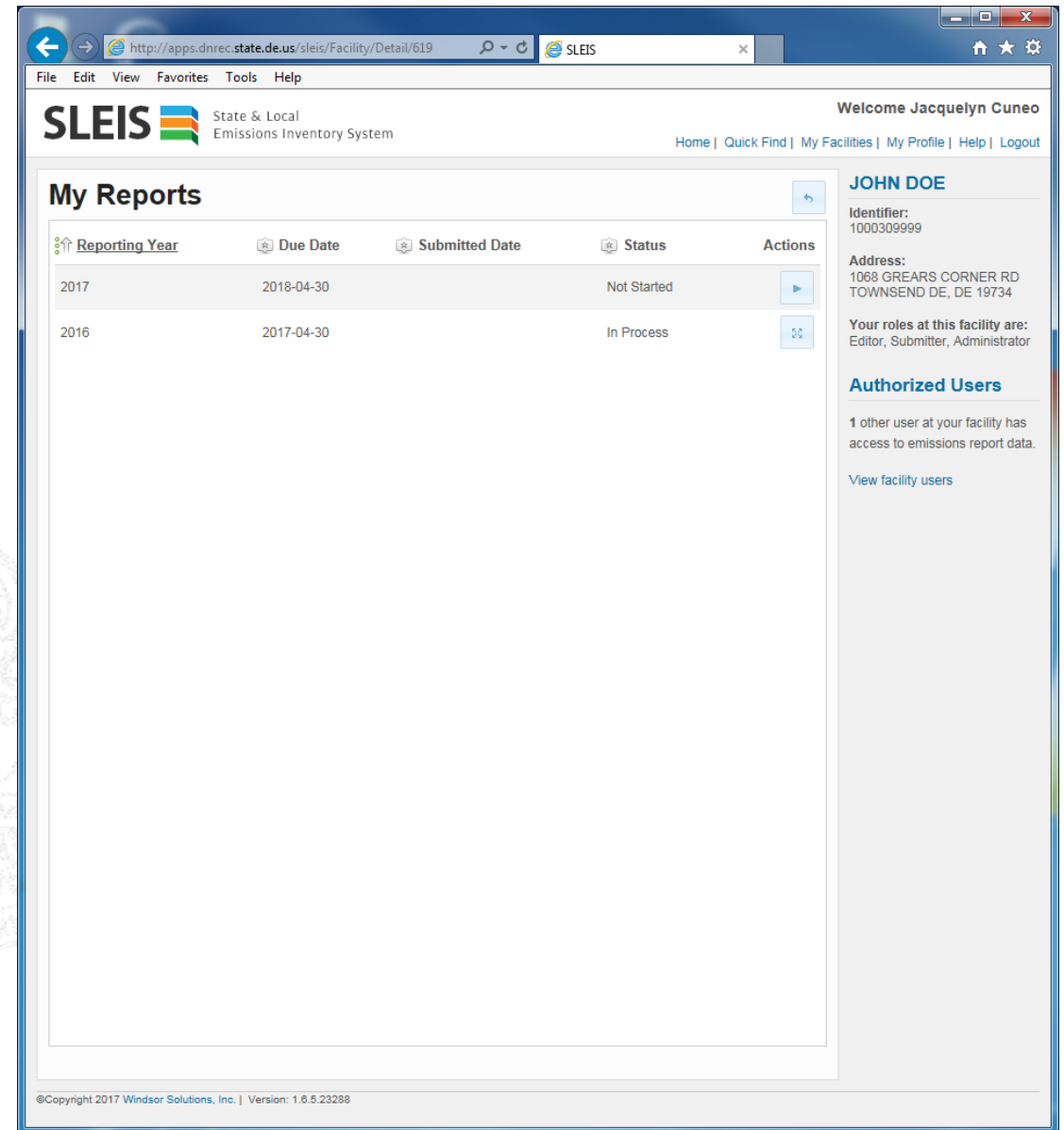
- Reports are organized by Reporting Year



- Status

- ☐ Not Started
- ☐ In Process
- ☐ Submitted

- Actions

- ☐ Start 
- ☐ Open 




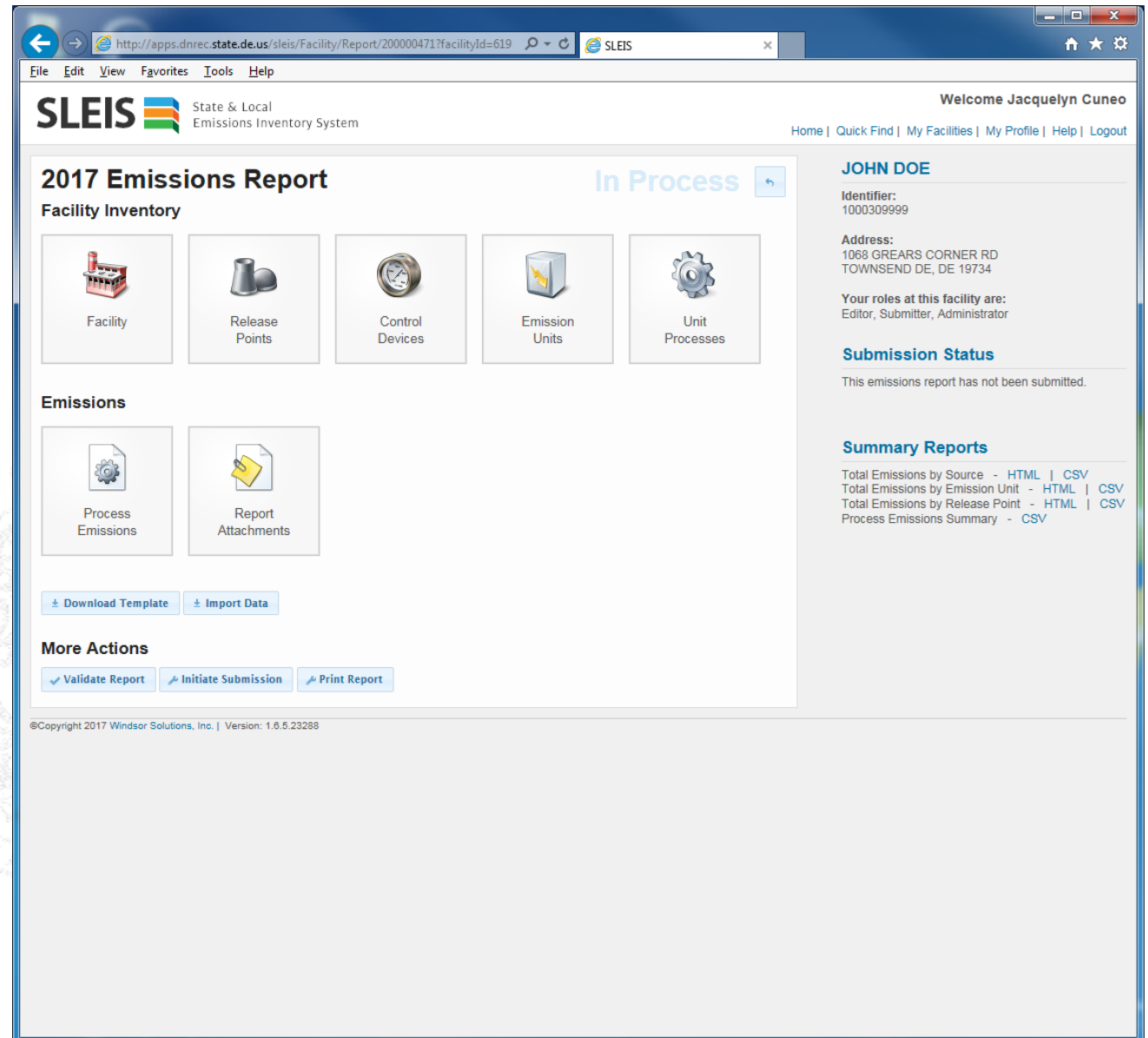
Reporting Year	Due Date	Submitted Date	Status	Actions
2017	2018-04-30		Not Started	
2016	2017-04-30		In Process	



SLEIS:

Starting the 2017 Report

- Click the “Start”  button under the Actions title
- You will be brought to the “2017 Emissions Report” main page
 - Facility Inventory Modules (Facility, Release Points, Control Devices, Emission Units, and Unit Processes)
 - Emissions Modules (Process Emissions and Report Attachments)
 - More Actions



Emissions Report Main Page: Facility Inventory

- For facilities who have reported to SLEIS in previous years:
 - ☐ The information in these five modules is carried over from most recent report
- For facilities that have never reported in SLEIS:
 - ☐ The information in these five modules will be entered by DAQ staff from the facility's air permit prior to the reporting cycle
- Confirm that the information reflects current facility equipment and operations



2017 Emissions Report
Facility Inventory

In Process

Facility Release Points Control Devices Emission Units Unit Processes

Process Emissions Report Attachments

Download Template Import Data

More Actions
Validate Report Initiate Submission Print Report

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

JOHN DOE
Identifier: 1000309999
Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734
Your roles at this facility are:
Editor, Submitter, Administrator

Submission Status
This emissions report has not been submitted.

Summary Reports
Total Emissions by Source - HTML | CSV
Total Emissions by Emission Unit - HTML | CSV
Total Emissions by Release Point - HTML | CSV
Process Emissions Summary - CSV

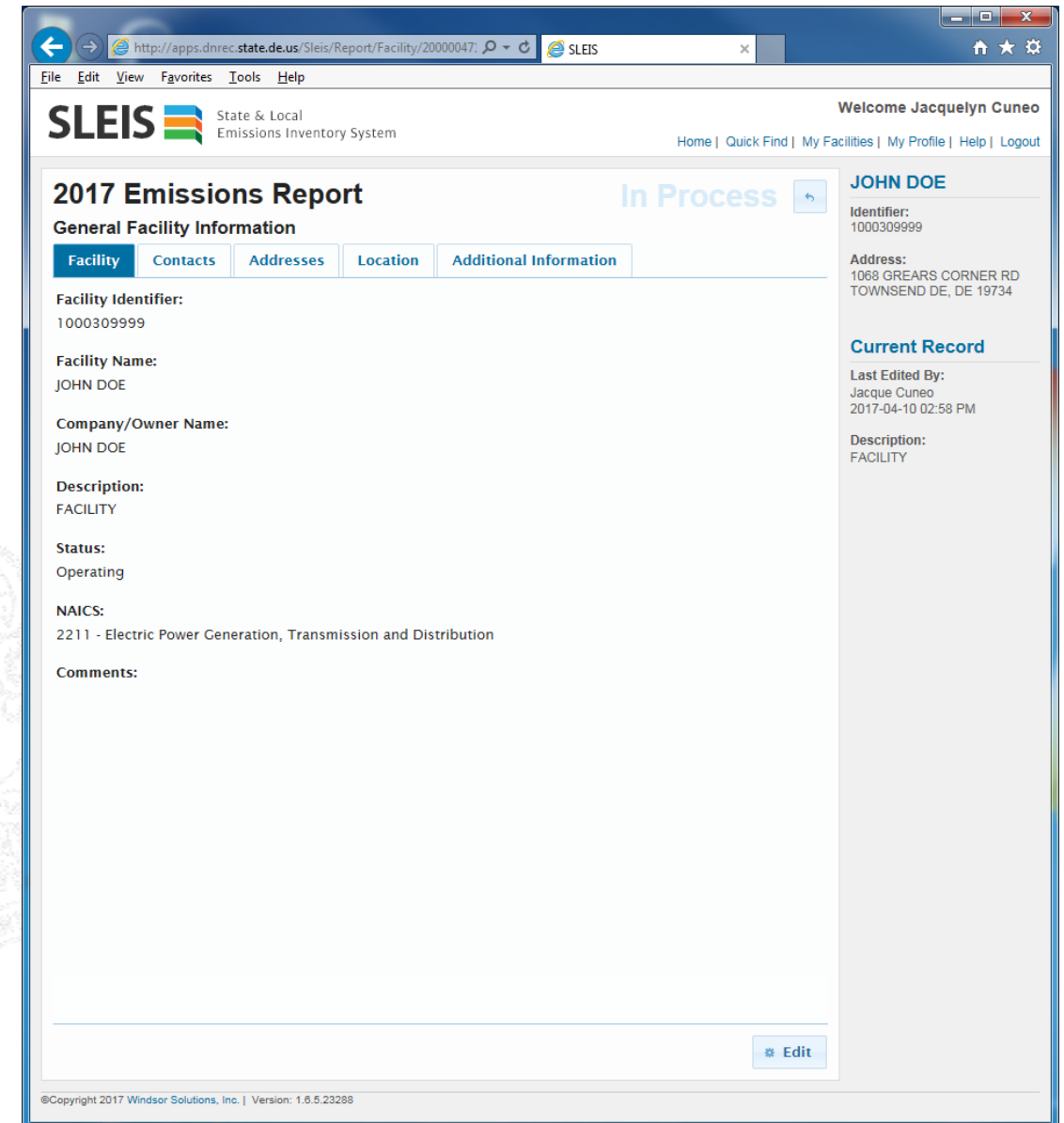


Facility Inventory: Facility Information



■ Please verify information under all tabs

- ☐ Facility
- ☐ Contacts
- ☐ Addresses
- ☐ Location
- ☐ Additional Information



The screenshot displays the SLEIS web application interface. The browser address bar shows the URL: <http://apps.dnrec.state.de.us/Sleis/Report/Facility/20000047>. The page title is "2017 Emissions Report" and it is marked as "In Process". The user is logged in as "JOHN DOE". The "General Facility Information" section is active, showing the following details:



- Facility Identifier:** 1000309999
- Facility Name:** JOHN DOE
- Company/Owner Name:** JOHN DOE
- Description:** FACILITY
- Status:** Operating
- NAICS:** 2211 - Electric Power Generation, Transmission and Distribution
- Comments:** (Empty text area)

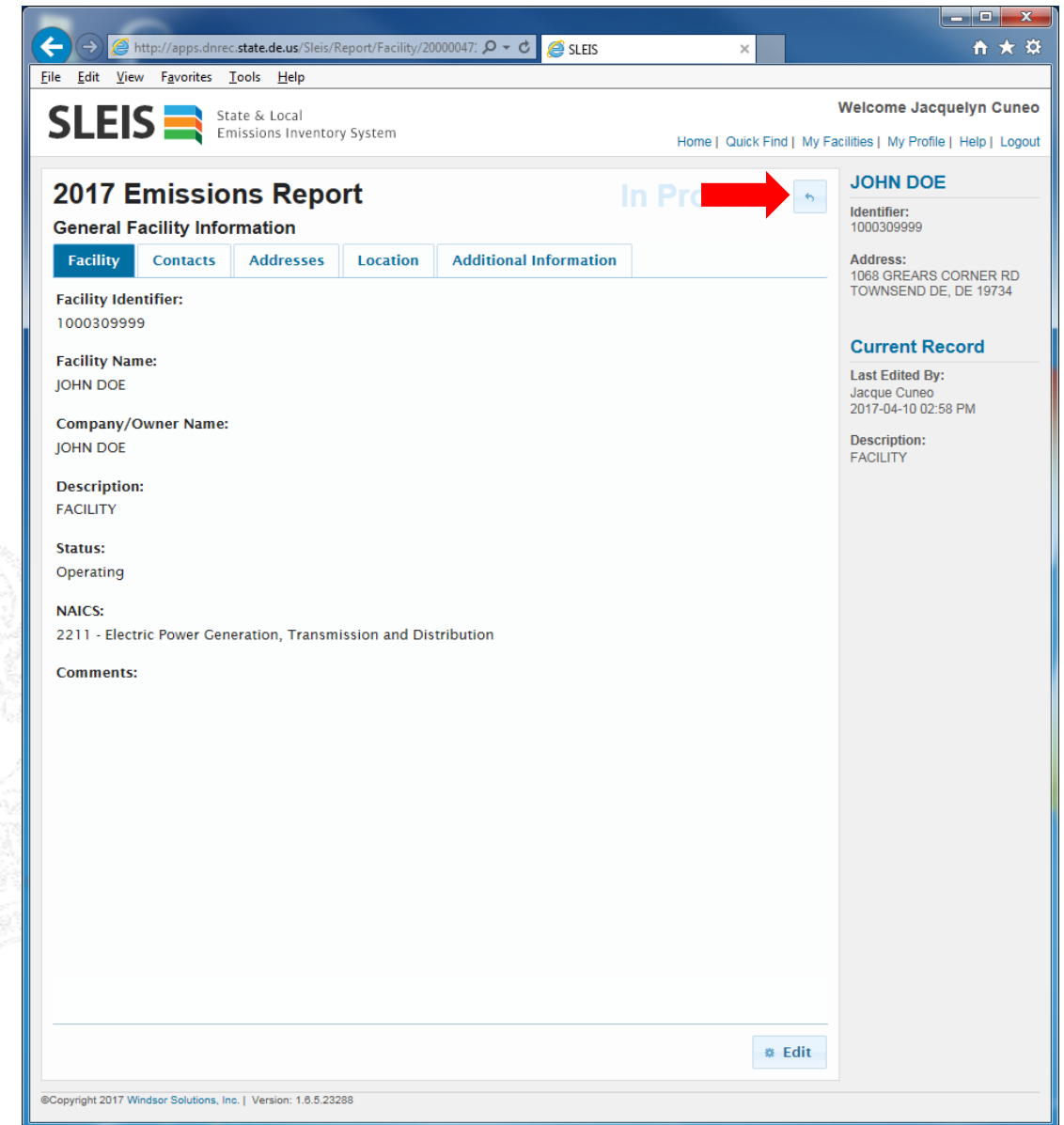
The right sidebar shows the user's profile and the "Current Record" information, including the last edited date and time: 2017-04-10 02:58 PM. The bottom of the page includes a copyright notice: ©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288.



Facility Inventory: Facility Information



- To navigate back to the Emission Report Main Page, click the “Back”  button
- Do not use the “Back”  button on your web browser



2017 Emissions Report

General Facility Information

Facility Identifier: 1000309999

Facility Name: JOHN DOE

Company/Owner Name: JOHN DOE

Description: FACILITY

Status: Operating

NAICS: 2211 - Electric Power Generation, Transmission and Distribution

Comments:

Back button (red arrow points to it)

John Doe

Identifier: 1000309999

Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734

Current Record

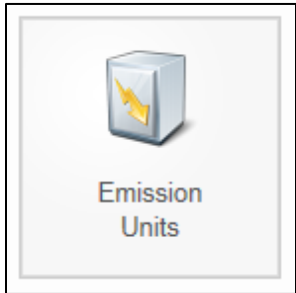
Last Edited By: Jacque Cuneo 2017-04-10 02:58 PM

Description: FACILITY

Edit



Facility Inventory: Emission Unit



- Emission Units are organized by Identifier, Type, and Status

- Actions

☐ View



☐ Edit



(this action will only be available if you are assigned Editor role)

Identifier	Type	Status	Actions
001 BOILER #1	Boiler	Operating	
003 CABINET SHOP	Unclassified	Operating	
005 PAINT BOOTH	Spray Booth or Coating Line	Operating	



Facility Inventory: Emission Unit

- Emission Unit Identifier: IDs should be numbered in numerical order starting with 001, continuing to 002, 003, etc.
 - ☐ Once an Emission Unit is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Emission Unit Type: Choose type from drop-down menu
- Status:
 - ☐ Operating
 - ☐ Permanently Shutdown
 - ☐ Temporarily Shutdown

SLEIS Notes:

Fields that have a red stripe are required. Fields that do not have a red stripe are optional.

Click the button for data field definitions.

2017 Emissions Report

Emission Units

Emission Unit **Additional Information**

Identifier: 001

Type: 100 - Boiler

Description: BOILER #1

Status: OP - Operating

Status Date:

Operation Start Date:

Design Capacity: 265 E6BTU/HR - MILLION BTU PER HOU

Related Unit Processes:

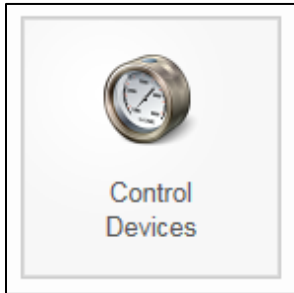
- 1 - NATURAL GAS
- 2 - #6 OIL
- 3 - COAL

Comments:

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



Facility Inventory: Control Devices



- Control Devices are organized by Identifier, Control Measure, and Status

- Actions

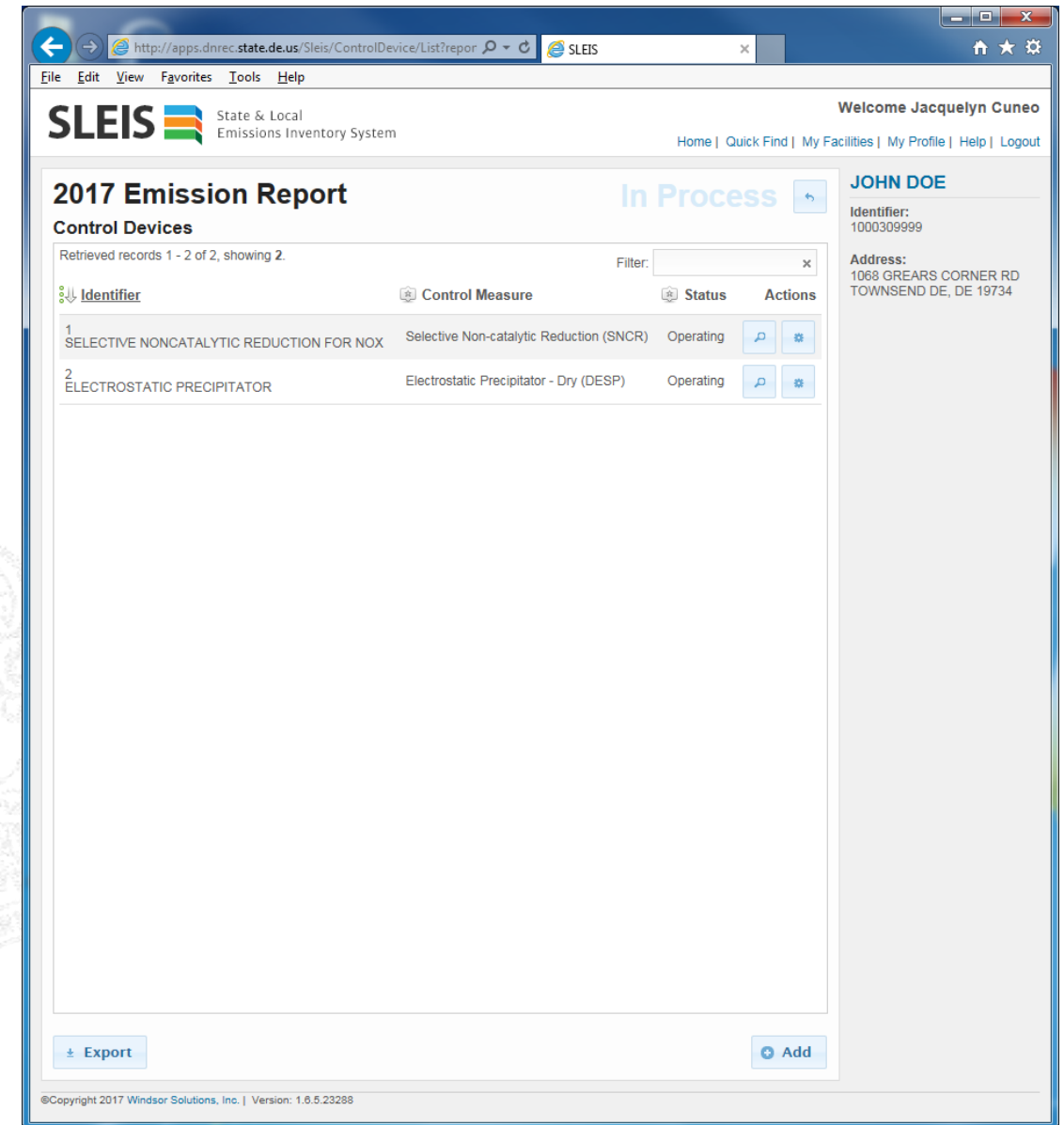
☐ View







☐ Edit



(this action will only be available if you are assigned Editor role)



Identifier	Control Measure	Status	Actions
1 SELECTIVE NONCATALYTIC REDUCTION FOR NOX	Selective Non-catalytic Reduction (SNCR)	Operating	 
2 ELECTROSTATIC PRECIPITATOR	Electrostatic Precipitator - Dry (DESP)	Operating	 



Facility Inventory: Control Devices

- Control Device Identifier: IDs should be numbered in numerical order starting with 1 and continuing onto 2, 3, etc.
 - Once a Control Device is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Status:
 - Operating
 - Permanently Shutdown
 - Temporarily Shutdown

2017 Emissions Report
Control Devices

Control Device | Additional Information

Identifier: 1

Description: SELECTIVE NONCATALYTIC REDUCTION FOR NOX

Status: OP - Operating

Status Date:

Control Measure: 140 - Selective Non-catalytic Reduction (SNCR)

Controlled Pollutants: NOX 43.00 % Nitrogen Oxides

Related Unit Processes:
001 - BOILER #1, 1 - NATURAL GAS
001 - BOILER #1, 2 - #6 OIL
001 - BOILER #1, 3 - COAL


Comments:

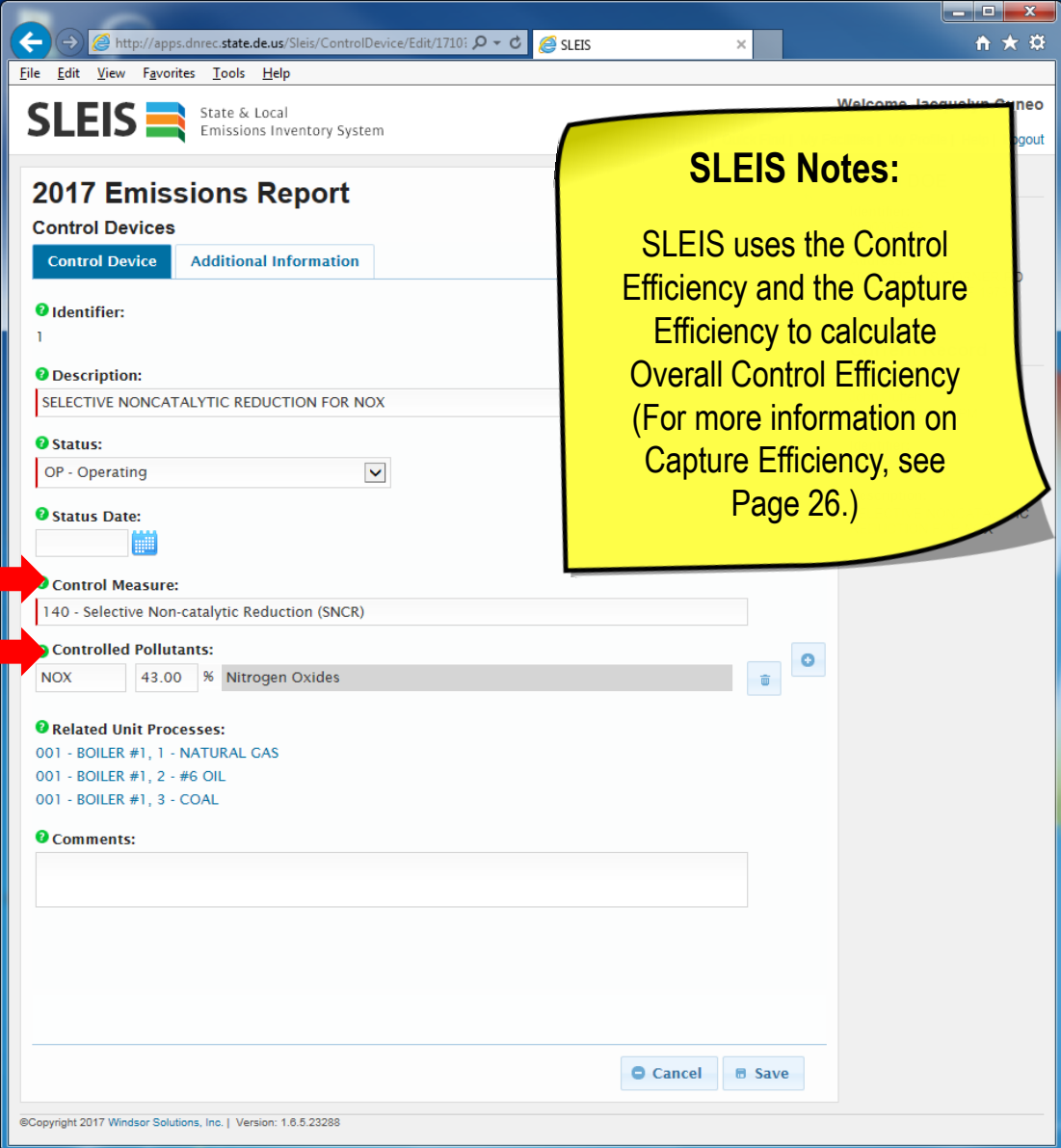
Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



Facility Inventory: Control Devices

- Control Measure: Begin typing control device or practice for pre-loaded control measure options
- Consider the pollutants that are controlled by the device and the average control efficiency (percentage of the pollutant emissions reduced by the control device)
- To add controlled pollutants and control efficiencies, use the “Add”  button



SLEIS Notes:

SLEIS uses the Control Efficiency and the Capture Efficiency to calculate Overall Control Efficiency (For more information on Capture Efficiency, see Page 26.)

2017 Emissions Report
Control Devices

Control Device | Additional Information

Identifier: 1

Description: SELECTIVE NONCATALYTIC REDUCTION FOR NOX

Status: OP - Operating

Status Date:

Control Measure: 140 - Selective Non-catalytic Reduction (SNCR)

Controlled Pollutants: NOX 43.00 % Nitrogen Oxides

Related Unit Processes:
001 - BOILER #1, 1 - NATURAL GAS
001 - BOILER #1, 2 - #6 OIL
001 - BOILER #1, 3 - COAL

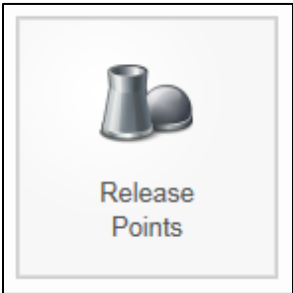
Comments:

Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.0.5.23288



Facility Inventory: Release Points



- Release Points are organized by Identifier, Type, and Status

- Actions

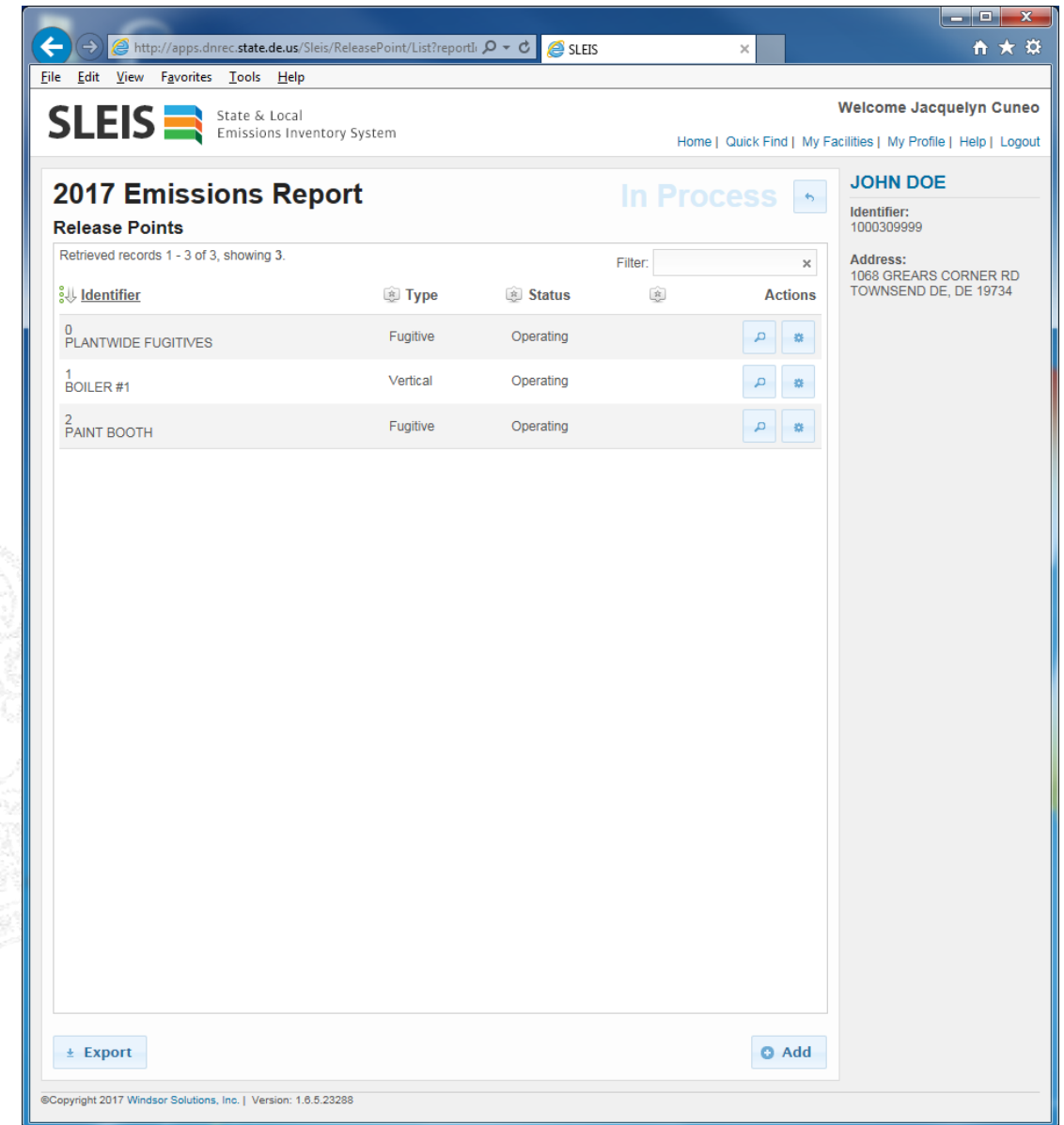
☐ View









☐ Edit



(this action will only be available if you are assigned Editor role)



The screenshot shows the SLEIS web application interface. The browser address bar displays <http://apps.dnrec.state.de.us/Sleis/ReleasePoint/List?reportId=>. The page title is "2017 Emissions Report" and the status is "In Process". The user is logged in as "JOHN DOE" with the identifier "1000309999" and address "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". The main content area displays a table of Release Points:

Identifier	Type	Status	Actions
0 PLANTWIDE FUGITIVES	Fugitive	Operating	 
1 BOILER #1	Vertical	Operating	 
2 PAINT BOOTH	Fugitive	Operating	 

At the bottom of the table, there are buttons for "Export" and "Add". The footer of the application indicates "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Release Points

- Release Point Identifier: IDs should be numbered in numerical order starting with 1 and continuing onto 2, 3, etc.
 - Once a Release Point is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Status:
 - Operating
 - Permanently Shutdown
 - Temporarily Shutdown

2017 Emissions Report
Release Points

Identifier: 1

Type: Vertical

Description: BOILER #1

Status: Operating

Status Date:

Stack Height: 40.0 FEET

Stack Shape: Circular Rectangular

Stack Diameter: 2.00 FEET

Exit Gas Temp: 350 °F

Exit Gas Flow Rate: 2345 ACTUAL CUBIC FEET PER MINUTE

Exit Gas Velocity: 12.4 FEET PER SECOND

Fence Line Distance: FEET

Related Unit Processes:

- 001 - BOILER #1, 1 - NATURAL GAS
- 001 - BOILER #1, 2 - #6 OIL
- 001 - BOILER #1, 3 - COAL

Cancel Save



Facility Inventory: Release Points

- Type: Choose type from drop down menu
 - ☐ Vertical (or vertical with rain cap)
 - ☐ Horizontal
 - ☐ Goose Neck
 - ☐ Downward-facing
 - ☐ Fugitive
- Stack Parameters: Height, Shape, & Diameter
- Exit Gas Parameters: Temperature and Flow or Velocity
 - ☐ If Stack Diameter and Exit Gas Flow rate are entered, SLEIS will automatically calculate Exit Gas Velocity

SLEIS Notes:

Stack Height is the total distance above ground to the discharge point.

2017 Emissions Report
Release Points

Release Point Location Additional Information

Identifier: 1

Type: Vertical

Description: BOILER #1

Status: Operating

Status Date:

Stack Height: 40.0 FEET

Stack Shape: ☒ Circular ☐ Rectangular

Stack Diameter: 2.00 FEET

Exit Gas Temp: 350 °F

Exit Gas Flow Rate: 2345 ACTUAL CUBIC FEET PER MINUTE

Exit Gas Velocity: 12.4 FEET PER SECOND

Fence Line Distance: FEET

Related Unit Processes:
001 - BOILER #1, 1 - NATURAL GAS
001 - BOILER #1, 2 - #6 OIL
001 - BOILER #1, 3 - COAL

Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



Facility Inventory: Release Points

- If the location of the release point is known, answer “No” to “Release point utilizes facility coordinates”, and enter coordinates of the release point
- If the location of the release point is unknown, answer “Yes” to “Release point utilizes facility coordinates”
 - ☐ Latitude and Longitude coordinates do not need to be entered
 - ☐ SLEIS will automatically use coordinates from the Facility module

2017 Emissions Report
Release Points

Release Point Location Additional Information

Release point utilizes facility coordinates?: No

Latitude (decimal degrees): 38.416667

Longitude (decimal degrees): -75.833333

UTM X (meters): 427000.000

UTM Y (meters): 4251000.000

UTM Zone: 18
Assumes northern hemisphere

Collection Method:

Data Collection Date:

Geographic Reference Point:

Geodetic Reference System:

Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



Facility Inventory: Unit Processes



- Unit Processes are organized by Emission Unit Identifier, Process Identifier, and SCC

- Actions

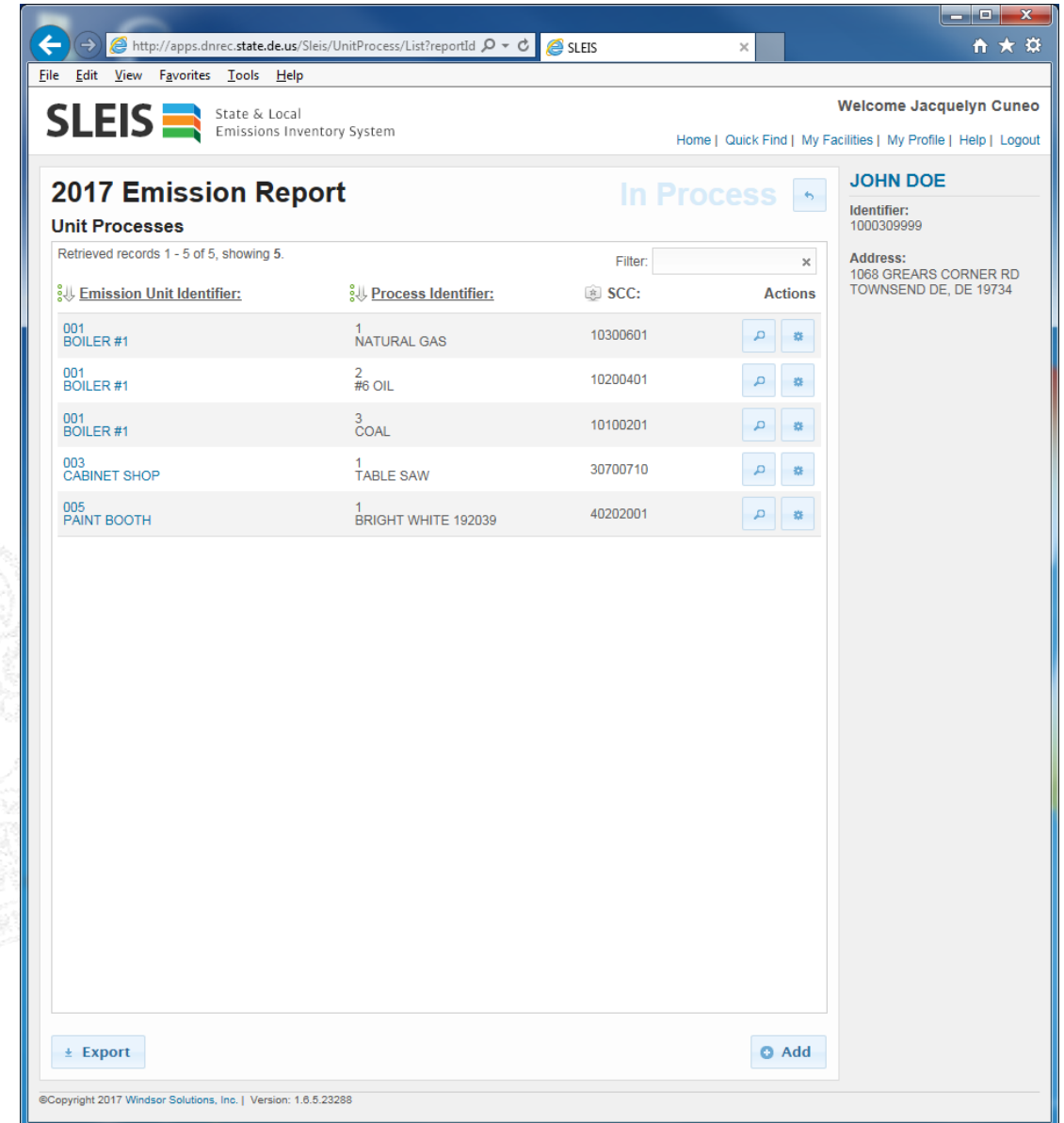
☐ View



☐ Edit



(this action will only be available if you are assigned Editor role)



The screenshot shows the SLEIS web application interface. The browser address bar displays <http://apps.dnrec.state.de.us/Sleis/UnitProcess/List?reportId>. The page header includes the SLEIS logo, the text "State & Local Emissions Inventory System", and a welcome message for "Jacquelyn Cuneo". Navigation links for "Home", "Quick Find", "My Facilities", "My Profile", "Help", and "Logout" are present. The main content area is titled "2017 Emission Report" and "Unit Processes". It shows a table of 5 records with columns for "Emission Unit Identifier", "Process Identifier", "SCC", and "Actions". The records are:

Emission Unit Identifier	Process Identifier	SCC	Actions
001 BOILER #1	1 NATURAL GAS	10300601	[View] [Edit]
001 BOILER #1	2 #6 OIL	10200401	[View] [Edit]
001 BOILER #1	3 COAL	10100201	[View] [Edit]
003 CABINET SHOP	1 TABLE SAW	30700710	[View] [Edit]
005 PAINT BOOTH	1 BRIGHT WHITE 192039	40202001	[View] [Edit]

At the bottom of the table, there are "Export" and "Add" buttons. The footer of the application shows the copyright notice: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Unit Processes

- Unit Process Identifier: Should be numbered in numerical order based on the number of processes for a given emission unit
 - Once a Unit Process is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- SCC: Choose Source Classification Code from drop down menu
 - Once an SCC is chosen, this field cannot be revised in the SLEIS application

2017 Emissions Report

Unit Processes

Unit Process | Control Approach | Release Point Apportionment | Additional Information

Process Identifier: 1

Emission Unit Identifier: 001 - BOILER #1

Description: NATURAL GAS

Last/Final Emissions Year: 0300601

Related Process Emission: 1 - NATURAL GAS

Comments:

Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.0.5.23288



Facility Inventory: Unit Processes

- Control Approach: If this process is not controlled, check the “Not Controlled?” box
- Capture Efficiency: The effective percentage of emission stream that flows into the control equipment, as opposed to the amount that does not flow into the control equipment due to leaks, lack of enclosure, etc.
- Control Device(s): If the process is controlled, choose from drop down menu

2017 Emissions Report

Unit Processes

Unit Process Control Approach Release Point Apportionment Additional Information

Not Controlled?: ☐

Control Approach Description:
Unit Process Controls

Capture Efficiency:
100.0 %

Control Devices:

- 1 - SELECTIVE NONCATALYTIC REDUCTION FOR NOX
- 2 - ELECTROSTATIC PRECIPITATOR

Cancel Save

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.0.5.23288



Facility Inventory: Unit Processes

- Release Point: Choose process release point from drop down menu
- Release Point Apportionment: Enter the average percentage of emissions from the process that vent through that release point

2017 Emissions Report

Unit Processes

Release Point Apportionment

Release Point Apportionment:

1 - BOILER #1 100 %

Cancel Save



Emissions Report Main Page: Emissions

- Year specific emissions inventory data will be entered under in these two modules



The screenshot shows the SLEIS web application interface. The browser address bar displays the URL: <http://apps.dnrec.state.de.us/sleis/Facility/Report/200000471?facilityId=619>. The page title is "SLEIS State & Local Emissions Inventory System". The user is logged in as "Jacquelyn Cuneo".

The main content area is titled "2017 Emissions Report" and "In Process". It features a "Facility Inventory" section with five modules: Facility, Release Points, Control Devices, Emission Units, and Unit Processes. Below this is an "Emissions" section with two modules: Process Emissions and Report Attachments. There are buttons for "Download Template" and "Import Data".

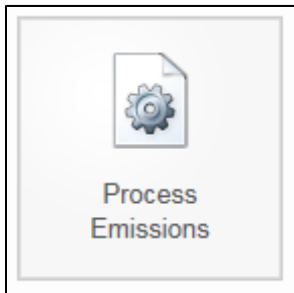
The "More Actions" section includes buttons for "Validate Report", "Initiate Submission", and "Print Report".

The right sidebar displays user information for "JOHN DOE", including Identifier (1000309999), Address (1068 GREARS CORNER RD TOWNSEND DE, DE 19734), and roles (Editor, Submitter, Administrator). It also shows the "Submission Status" (This emissions report has not been submitted) and "Summary Reports" (Total Emissions by Source, Total Emissions by Emission Unit, Total Emissions by Release Point, Process Emissions Summary) with links to HTML and CSV formats.

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions: Process Emissions



- Unit Processes are listed and organized by Emission Unit and Process ID

■ Actions

☐ View



☐ Edit



(this action will only be available if you are assigned Editor role)

2017 Emissions Report

Process Emissions

Retrieved records 1 - 5 of 5, showing 5.

Emission Unit Identifier	Identifier	SCC	Annual Throughput	Actions
001 BOILER #1	1 NATURAL GAS	10300601	MILLION CUBIC FEET (Natural Gas) (Input)	
001 BOILER #1	2 #6 OIL	10200401	1000 GALLONS (Residual Oil (No. 6)) (Input)	
001 BOILER #1	3 COAL	10100201	TONS (Bituminous Coal) (Input)	
003 CABINET SHOP	1 TABLE SAW	30700710	TONS (Product) (Output)	
005 PAINT BOOTH	1 BRIGHT WHITE 192039	40202001	GALLONS (Coating) (Input)	

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Process Tab

■ Process is Reported?

- ☐ By default this box is checked
- ☐ Uncheck this box if the process did not operate, and therefore no emissions were created

■ Throughput: The amount of material used, fuel burned, or amount of product produced by the process

- ☐ Annual: This field is automatically calculated from the sum of the monthly throughput values
- ☐ Monthly: These fields are to be entered individually. If monthly throughput is unknown and only annual is available, estimate monthly throughput based on knowledge of the process such as process run time or production output.

2017 Emissions Report

Process Emissions

Process Identifier: 1 - NATURAL GAS

Emission Unit Identifier: 001 - BOILER #1

SCC: 10300601
External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU/hr

Process is Reported?: ☒ Uncheck this box if there are no reportable emissions for the reporting year

Annual Throughput:

Throughput Unit of Measure: E6FT3 - MILLION CUBIC FEET

Throughput Type: I - Input

Throughput Material: 209 - Natural Gas

Monthly Throughput Totals:

January	February	March
April	May	June
July	August	September
October	November	December

Next Cancel Save

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Process Tab

- Throughput Unit of Measure: Choose from drop down menu
 - ☐ If you plan on using an emission factor to calculate emissions, the throughput unit of measure must match the emission factor denominator unit of measure
- Throughput Type: Choose from drop down menu
 - ☐ E – Existing
 - ☐ I – Input
 - ☐ O – Output
- Throughput Material: Begin typing throughput material for pre-loaded options

SLEIS Notes:

To view the full list of throughput units of measure, types, and materials, download the "Active Reporting Code Tables" from the SLEIS Home Page.



Emissions:

Process Emissions – Process Tab

- Make sure to scroll down in the Process tab to see “Supplemental Calculation Parameters” and “Comments”
- Supplemental Calculation Parameters: These fields should be filled in for combustion-related processes
 - ☐ Ash% (not necessary for natural gas or propane)
 - ☐ Sulfur% (not necessary for natural gas or propane)
 - ☐ Heat Content
- Comments: Enter any process related comments here

SLEIS Notes:

Click between tabs (Process, Operations, and Emissions) to fill out all mandatory fields prior to clicking “Save” on the bottom of the page.

2017 Emissions Report
Process Emissions

Process | Operations | Emissions

1 Throughput Unit of Measure:
E6FT3 - MILLION CUBIC FEET

2 Throughput Type:
I - Input

3 Throughput Material:
209 - Natural Gas

4 Monthly Throughput Totals:

January	February	March
April	May	June
July	August	September
October	November	December

5 Supplemental Calculation Parameters:

Ash (%) Sulfur (%) Heat Content (MMBTU/Unit)

6 Comments:

Next Cancel Save

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Operation Tab

- Typical Operating Schedule: Use integers to enter a typical operating schedule for
 - ☐ Hours per day
 - ☐ Days per week
 - ☐ Weeks per year
- Actual Hours
 - ☐ Automatically calculated from entered Hours per day, Days per week, and Weeks per year
 - ☐ This field can be overwritten if Actual Hours is known

2017 Emissions Report

Process Emissions

Average Hours/Day:

Average Days/Week:

Average Weeks/Year:

Actual Hours:

Seasonal Operations:

December-February %

March-May %

June-August %

September-November %

Total Ozone Season Days (May-September)

Total Summer Season Days (June-August)

Next Cancel Save

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Operation Tab

■ Seasonal Operations

- ☐ Automatically calculated based on manually entered Monthly Throughputs (in Process Tab)
- ☐ These fields can be overwritten, if necessary

■ Total Ozone Season Days

- ☐ Count the days this process operated during the ozone season months
- ☐ Ozone season months: May through September
- ☐ Maximum value of 153

■ Total Summer Season Days

- ☐ Count the days this process operated during the summer season months
- ☐ Summer season months: June through August
- ☐ Maximum value of 92

SLEIS Notes:

For more information on Operation data, download the “Operation Data Fact Sheet” from the SLEIS Home Page.

2017 Emissions Report
Process Emissions

Process Operations Emissions

Average Hours/Day:
Average Days/Week:
Average Weeks/Year:
Actual Hours:

Seasonal Operations:
December-February %
March-May %
June-August %
September-November %

Total Ozone Season Days (May-September)
Total Summer Season Days (June-August)

Emission Unit Description:
BOILER #1

SCC:
10300601
External Combustion Boilers-
Commercial/Institutional-Natural
Gas-> 100 Million BTU/hr

Annual Throughput:
E6FT3 - MILLION CUBIC FEET
(209 - Natural Gas) (1 - Input)

Next Cancel Save

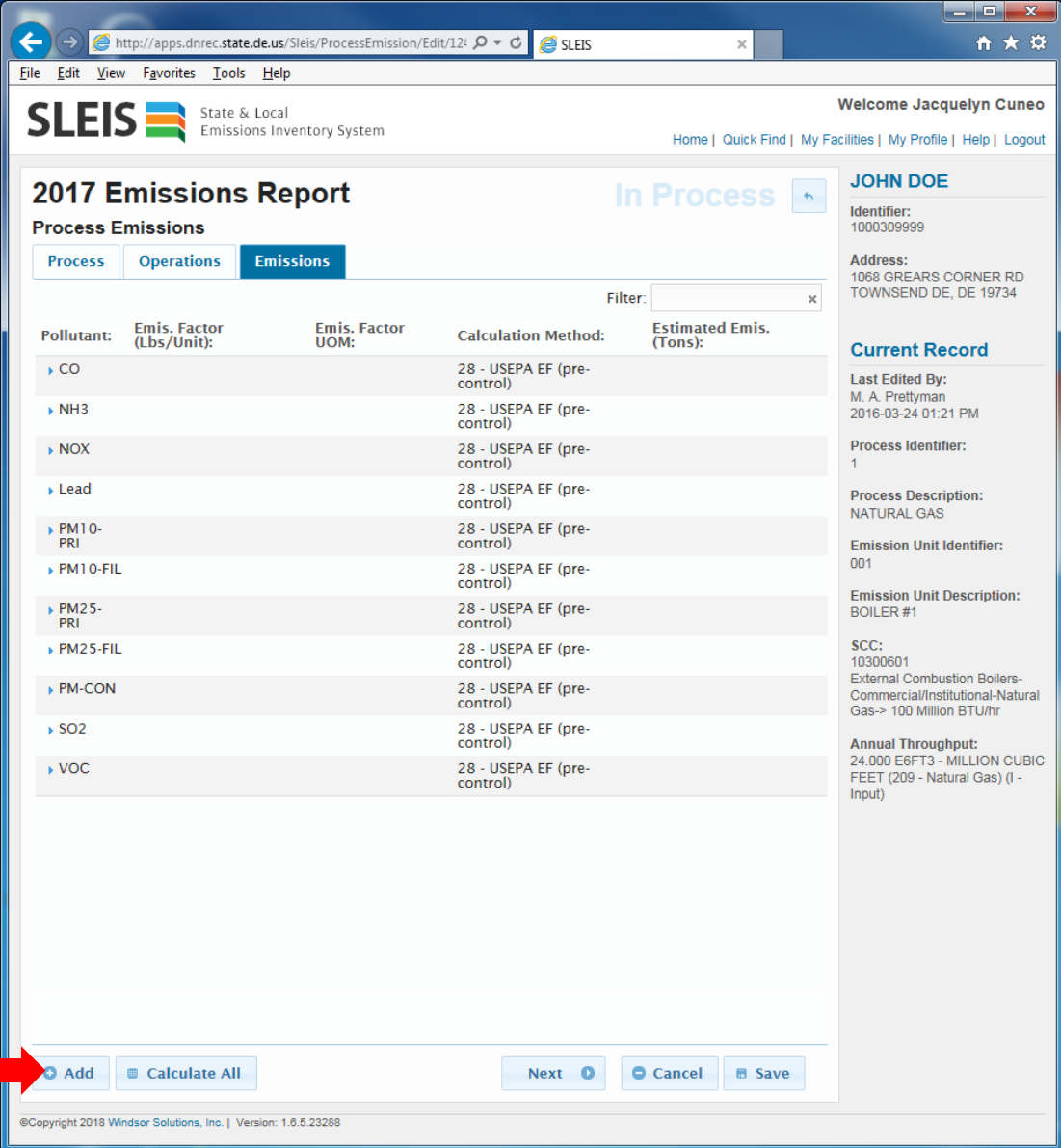
©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Emissions Tab

- If you have reported to SLEIS in previous years, the list of pollutants reported and calculation method will be pre-loaded into the current year report
- If you have not reported in SLEIS in previous years, or if you would like to add a new pollutant, click the “Add” button at the bottom of the page.



http://apps.dnrec.state.de.us/Sleis/ProcessEmission/Edit/124 SLEIS

File Edit View Favorites Tools Help

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

In Process

Process Emissions

Process Operations Emissions

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
CO			28 - USEPA EF (pre-control)	
NH3			28 - USEPA EF (pre-control)	
NOX			28 - USEPA EF (pre-control)	
Lead			28 - USEPA EF (pre-control)	
PM10-PRI			28 - USEPA EF (pre-control)	
PM10-FIL			28 - USEPA EF (pre-control)	
PM25-PRI			28 - USEPA EF (pre-control)	
PM25-FIL			28 - USEPA EF (pre-control)	
PM-CON			28 - USEPA EF (pre-control)	
SO2			28 - USEPA EF (pre-control)	
VOC			28 - USEPA EF (pre-control)	

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288

Next Cancel Save

John Doe

Identifier: 1000309999

Address: 1068 GEARS CORNER RD
TOWNSEND DE, DE 19734

Current Record

Last Edited By: M. A. Prettyman
2016-03-24 01:21 PM

Process Identifier: 1

Process Description: NATURAL GAS

Emission Unit Identifier: 001

Emission Unit Description: BOILER #1

SCC: 10300601
External Combustion Boilers-
Commercial/Institutional-Natural
Gas-> 100 Million BTU/hr

Annual Throughput: 24,000 E6FT3 - MILLION CUBIC
FEET (209 - Natural Gas) (I -
Input)



Emissions:

Process Emissions – Emissions Tab

- All facilities are required to report emissions of:
 - Criteria Air Pollutants (CAPs) and their precursors
 - CO, NH₃, NO_x, SO₂, PM₁₀, PM_{2.5}, VOC, and Lead (reported with pollutant code 7439921)
 - Hazardous Air Pollutants (HAPs):
 - List of HAPs as defined under the Clean Air Act of 1990 and its modifications can be found on the EPA website
 - <https://www.epa.gov/haps/initial-list-hazardous-air-pollutants-modifications#mods>
 - Greenhouse Gases (GHGs)
 - CO₂, CH₄, and N₂O
- Begin typing the pollutant name or CAS# for pre-loaded pollutant look up table

SLEIS Notes:

To view the full list of pollutants in the SLEIS look up table, download the "Active Reporting Code Tables" from the SLEIS Home Page.



Emissions:

Process Emissions – Emissions Tab

- Reporting Particulate Matter Emissions
- Report on at least 4 of the 5 PM_x pollutants
 - ☐ PM10-Filterable (PM10-FIL)
 - ☐ PM2.5-Filterable (PM25-FIL)
 - ☐ PM-Condensable (PM-CON)
 - ☐ PM10-Primary (PM10-PRI)
 - ☐ PM2.5-Primary (PM25-PRI)
- The following PM relationships must be followed
 - ☐ PM2.5-FIL ≤ PM10-FIL
 - ☐ PM2.5-PRI ≤ PM10-PRI
 - ☐ PM2.5-FIL + PM-CON = PM2.5-PRI
 - ☐ PM10-FIL + PM-CON = PM10-PRI



SLEIS Notes:

PM Relationships are now enforced by SLEIS, with a new validation rule in SLEIS v1.6. To learn more about enhancements, download the "SLEIS v1.6 Fact Sheet" from the SLEIS Home Page.

2017 Emissions Report
Process Emissions

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:
CO			28 - USEPA EF (control)
NH3			28 - USEPA EF (control)
NOX			28 - USEPA EF (control)
Lead			28 - USEPA EF (control)
PM10-PRI			28 - USEPA EF (control)
PM10-FIL			28 - USEPA EF (control)
PM25-PRI			28 - USEPA EF (pre-control)
PM25-FIL			28 - USEPA EF (pre-control)
PM-CON			28 - USEPA EF (pre-control)
SO2			28 - USEPA EF (pre-control)
VOC			28 - USEPA EF (pre-control)

Emission Unit Description:
BOILER #1

SCC:
10300601
External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU/hr

Annual Throughput:
24,000 E6FT3 - MILLION CUBIC FEET (209 - Natural Gas) (I - Input)

Buttons: Add, Calculate All, Next, Cancel, Save

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Emissions Tab

- Choose the emissions calculation method from the drop down menu
 - 19 different emission calculation methods
- Choose the emission calculation method using the best available information for your facility
 - If available, use site specific calculation methods (1 - CEM, 4 - Stack Test, 30 - Site Specific EF) instead of standard emission factors (28 - USEPA EF)
- If using a calculation method other than standard emission factors, please provide notes in the comment field

2017 Emissions Report

Process Emissions

Filter:

Pollutant: Emis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: Estimated Emis. (Tons):

CO

Pollutant Code: CO - Carbon Monoxide

Emission Factor (Lbs/Unit):

Estimated Emissions (Tons):

Comment:

Calculation Method:

- 1 - CEMS
- 2 - Engineering Judgment
- 7 - Manufacturer Specification
- 3 - Material Balance
- 13 - Other EF (post-control)
- 33 - Other EF (pre-control)
- 9 - S/L/T EF (post-control)
- 29 - S/L/T EF (pre-control)
- 6 - S/L/T Speciation Profile
- 10 - Site Specific EF (post-control)
- 30 - Site Specific EF (pre-control)
- 4 - Stack Test
- 12 - Trade Group EF (post-control)
- 32 - Trade Group EF (pre-control)
- 8 - USEPA EF (post-control)
- 28 - USEPA EF (pre-control)
- 5 - USEPA Speciation Profile
- 11 - Vendor EF (post-control)
- 31 - Vendor EF (pre-control)

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions:

Process Emissions – Emissions Tab

- Emission Factor populated by SLEIS
 - Calculation Method MC-28
 - SLEIS will populate Emission Factor and its units, Estimated Emissions, and Overall Control Efficiency (if process is controlled)
- Emission Factor Entered by User
 - Calculation Method MC-8, -9, -10, -11, -12, -13, -29, -30, -31, -32, -33
 - User will enter Emission Factor and its units
 - SLEIS will populate Estimated Emissions and Overall Control Efficiency (if process is controlled)
- Emissions Calculated by User
 - Calculation Method MC-1, -2, -3, -4, -5, -6, -7
 - User will enter Estimated Emissions

SLEIS Notes:

To view the look-up table for MC-28 emission factors by SCC and pollutant, download the “SLEIS Method Code 28 Emission Factors” spreadsheet from the SLEIS Home Page.

SLEIS Notes:

If an emission factor calculation method is chosen, make sure the emission factor denominator units match the throughput units as selected in the “Process” tab.



Emissions:

Process Emissions – Emissions Tab

- If you chose an emission factor-based calculation method
 - ☐ Add all pollutants and choose calculation method
 - ☐ Click the “Calculate All” button at the bottom of the page
- If you did not choose an emission factor-based calculation method, you will need to manually enter estimated emissions
- Remember to click the “Save” button at the bottom of the page!

2017 Emissions Report

Process Emissions

Filter:

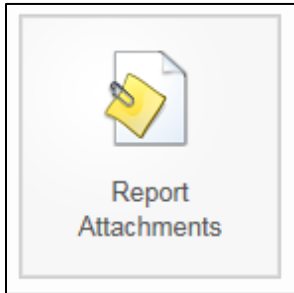
Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL	0.2	E6FT3	28 - USEPA EF (pre-control)	0.0000564
PM25-FIL	0.11	E6FT3	28 - USEPA EF (pre-control)	0.0000528
PM-CON	0.32	E6FT3	28 - USEPA EF (pre-control)	0.0038399999999999
PM25-PRI	0.43	E6FT3	28 - USEPA EF (pre-control)	0.00516
PM10-PRI	0.52	E6FT3	28 - USEPA EF (pre-control)	0.00624
SO2	0.6	E6FT3	28 - USEPA EF (pre-control)	0.0071999999999999
NOX	280	E6FT3	28 - USEPA EF (pre-control)	1.9152
VOC	5.5	E6FT3	28 - USEPA EF (pre-control)	0.066
CO	84	E6FT3	28 - USEPA EF (pre-control)	1.008
Lead	0.0005	E6FT3	28 - USEPA EF (pre-control)	0.000006
NH3	0.49	E6FT3	28 - USEPA EF (pre-control)	0.00588

Calculate All Save

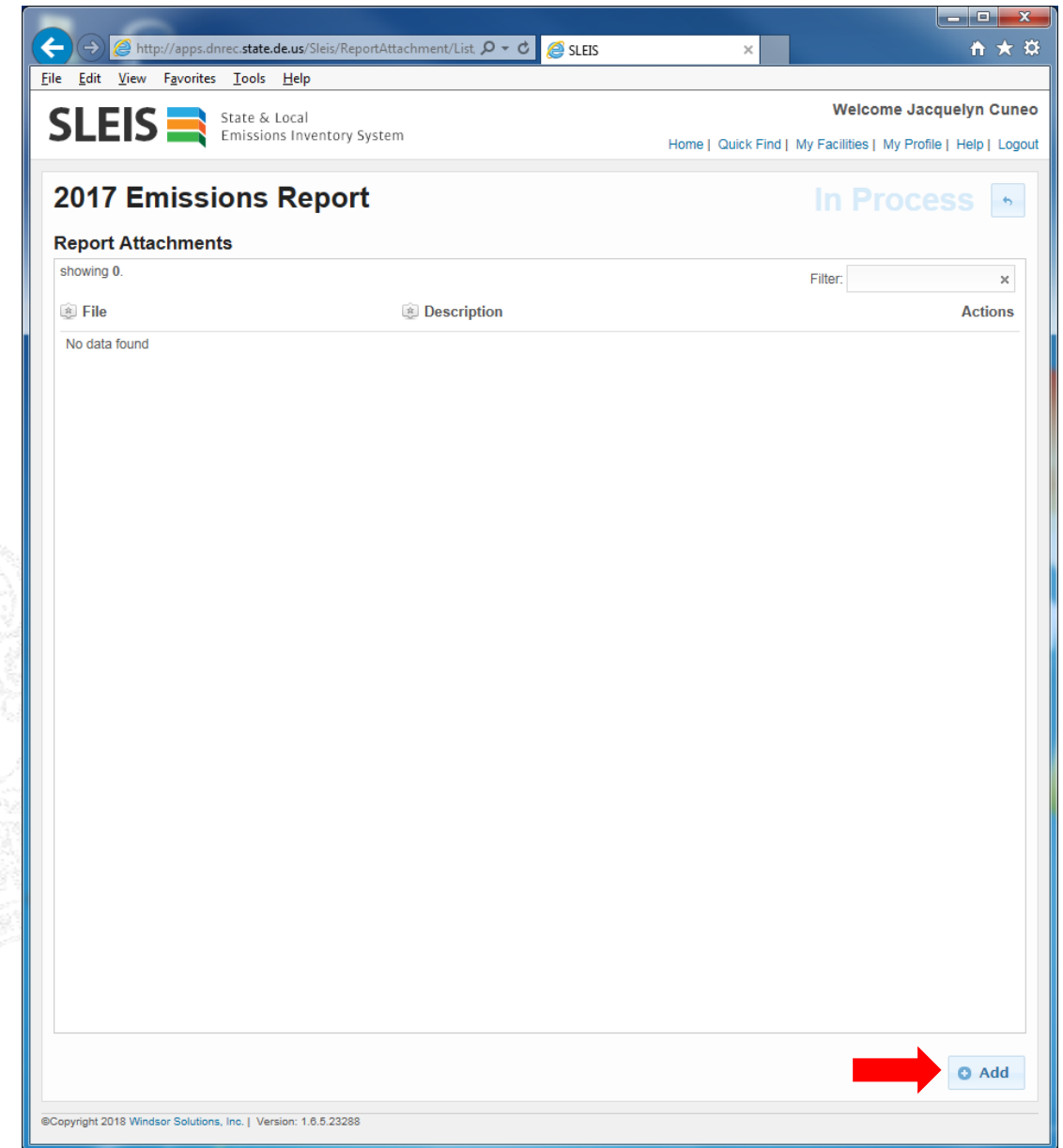
©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions: Report Attachments



- Add any supporting documentation that may help DAQ during the report review process
- Click the “Add” button at the bottom of the page, browse for your document, then click save



Emissions Report Main Page: Submitting a Report

- After all emissions data is entered into the Process Emissions module, and supporting documentation has been uploaded to the Report Attachment module, the report is ready for submission
- Begin the submission process by clicking the “Validate Report” button under “More Action”

http://apps.dnrec.state.de.us/sleis/Facility/Report/200000471?facilityId=619

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

In Process

Facility Inventory

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes

Emissions

- Process Emissions
- Report Attachments

Download Template Import Data

More Actions

- Validate Report
- Initiate Submission
- Print Report

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288

JOHN DOE

Identifier: 1000309999

Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734

Your roles at this facility are:
Editor, Submitter, Administrator

Submission Status

This emissions report has not been submitted.

Summary Reports

Total Emissions by Source - HTML | CSV
Total Emissions by Emission Unit - HTML | CSV
Total Emissions by Release Point - HTML | CSV
Process Emissions Summary - CSV




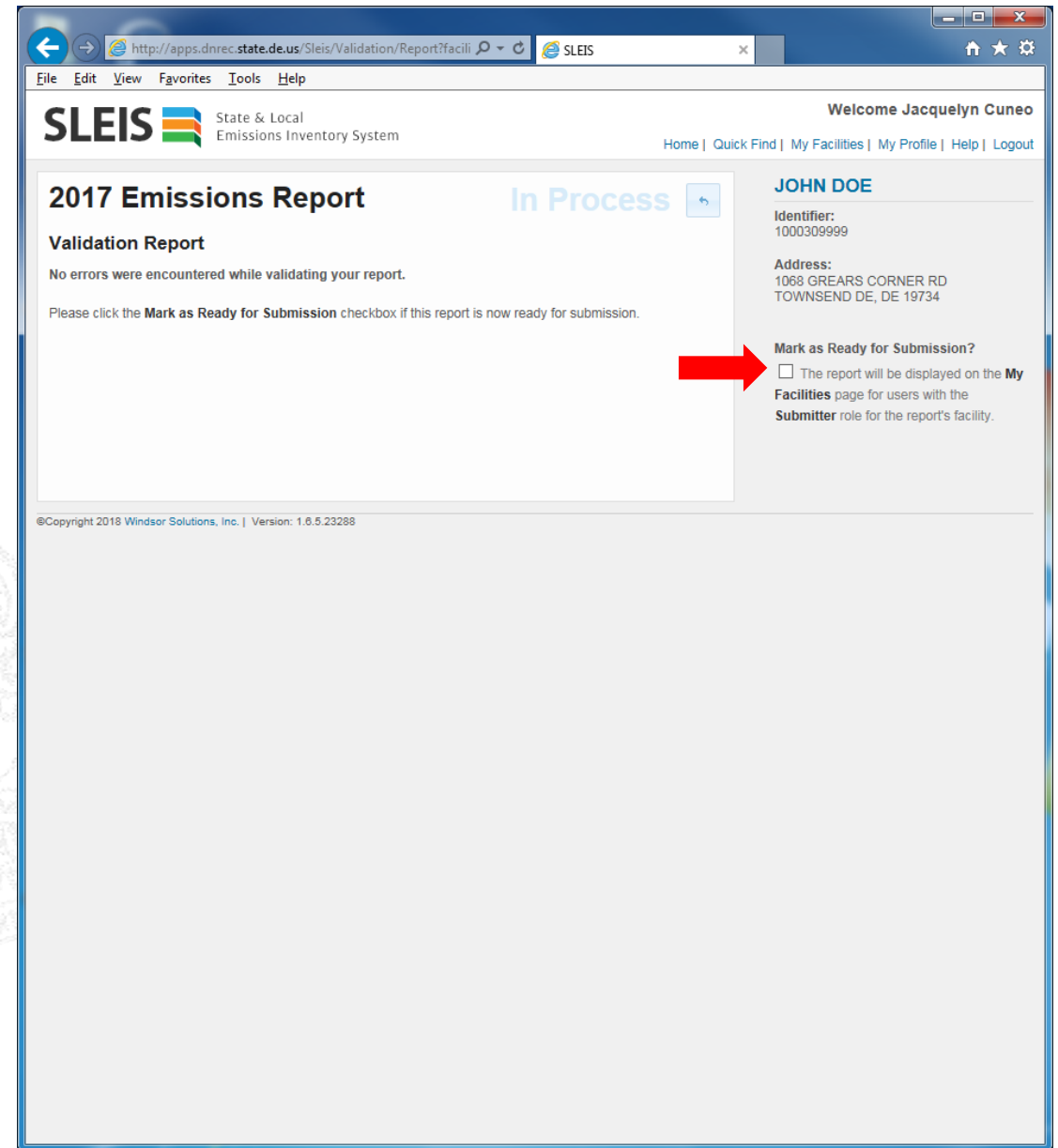
Submitting a Report: Validate Report

- If errors were encountered during the validation process, you will be instructed to download the error report file

The screenshot shows the SLEIS web application interface. The browser address bar displays 'http://apps.dnrec.state.de.us/Sleis/Validation/Report?facili'. The page header includes the SLEIS logo, the text 'State & Local Emissions Inventory System', and a welcome message 'Welcome Jacquelyn Cuneo'. Navigation links for 'Home', 'Quick Find', 'My Facilities', 'My Profile', 'Help', and 'Logout' are present. The main content area is titled '2017 Emissions Report' and 'In Process'. Below this, the 'Validation Report' section states: 'Errors were encountered while validating your report. Please [click here](#) to download the error report file.' On the right side, user information for 'JOHN DOE' is displayed, including an 'Identifier: 1000309999' and an 'Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734'. The footer of the application shows '©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288'.

Submitting a Report: Validate Report

- Address any potential errors, then click “Validate Report”
- Once all errors have been addressed, you will be instructed to mark the report as “Ready for Submission” by checking the box in the right margin
- After checking the box, return to the Emission Report Main page with the  “Back” arrow button



2017 Emissions Report In Process

Validation Report

No errors were encountered while validating your report.

Please click the **Mark as Ready for Submission** checkbox if this report is now ready for submission.

JOHN DOE

Identifier:
1000309999

Address:
1068 GREARS CORNER RD
TOWNSEND DE, DE 19734

Mark as Ready for Submission?

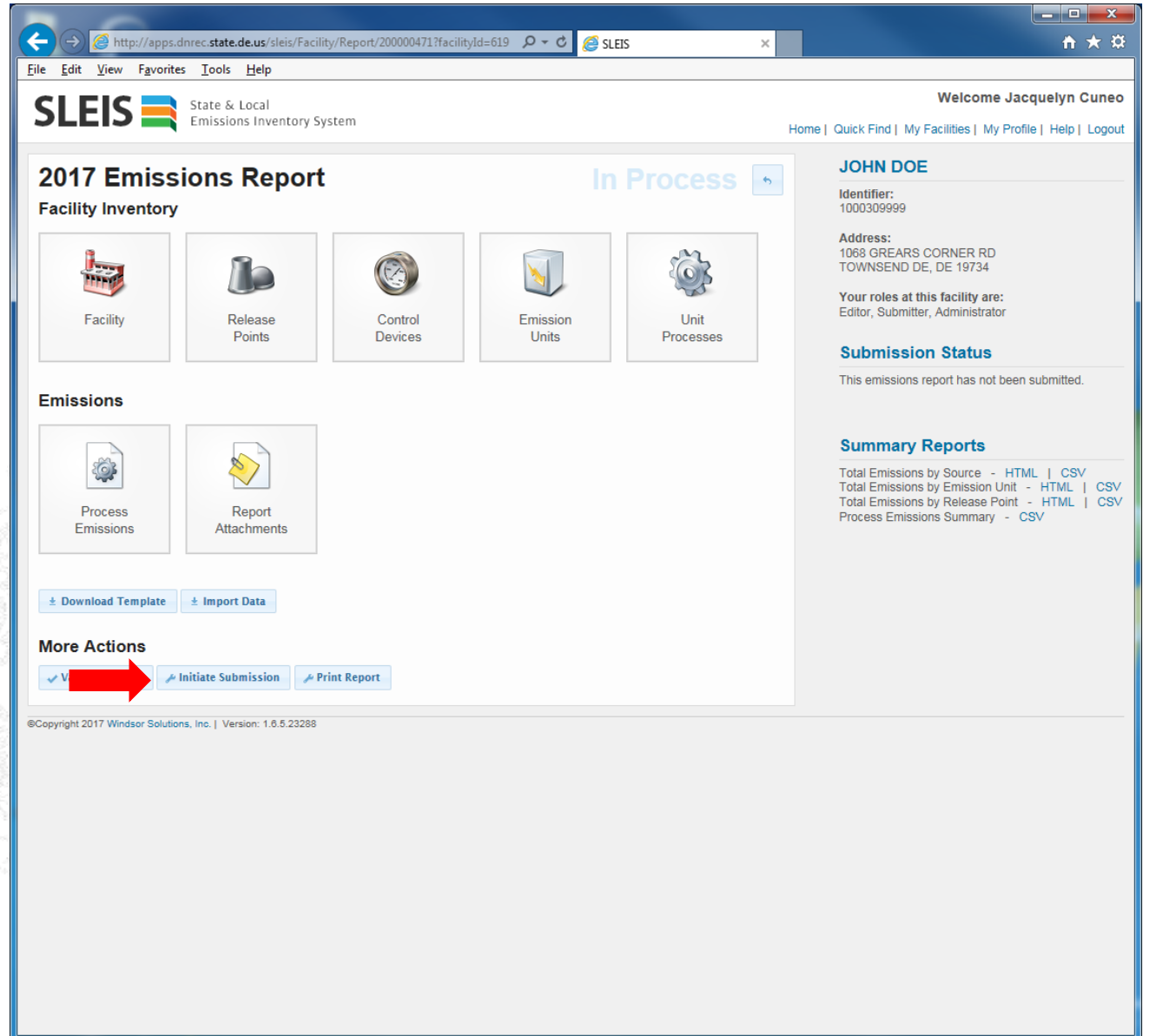
☐ The report will be displayed on the **My Facilities** page for users with the **Submitter** role for the report's facility.

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



Emissions Report Main Page: Initiate Submission

- A user who is assigned the “Submitter” role may now click the “Initiate Submission” button under “More Actions”



2017 Emissions Report

Facility Inventory

Facility Release Points Control Devices Emission Units Unit Processes

Emissions

Process Emissions Report Attachments

Download Template Import Data

More Actions

Initiate Submission Print Report

©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

JOHN DOE

Identifier: 1000309999

Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734

Your roles at this facility are: Editor, Submitter, Administrator

Submission Status

This emissions report has not been submitted.

Summary Reports

Total Emissions by Source - HTML | CSV
Total Emissions by Emission Unit - HTML | CSV
Total Emissions by Release Point - HTML | CSV
Process Emissions Summary - CSV



Emissions Report Main Page: Submitting a Report

- In order to continue, the submitter must view the electronic document
- After the electronic document has been viewed, the “Continue” button will be activated
- Click “Continue”

The screenshot shows a web browser window with the URL <http://apps.dnrec.state.de.us/sleis/Document/Start?reportId>. The page title is "SLEIS State & Local Emissions Inventory System". A welcome message says "Welcome Jacquelyn Cuneo". The main heading is "2017 Emissions Report" with a status of "In Process". Under "Submission Review", it says "Please click **View electronic document** and review the contents of the report being submitted before continuing the submission." There is a button labeled "View electronic document". At the bottom right of the review section are "Cancel" and "Continue" buttons. On the right side, user information for "JOHN DOE" is displayed, including an Identifier (1000309999) and an Address (1068 GREARS CORNER RD, TOWNSEND DE, DE 19734). The footer of the page mentions "©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288".

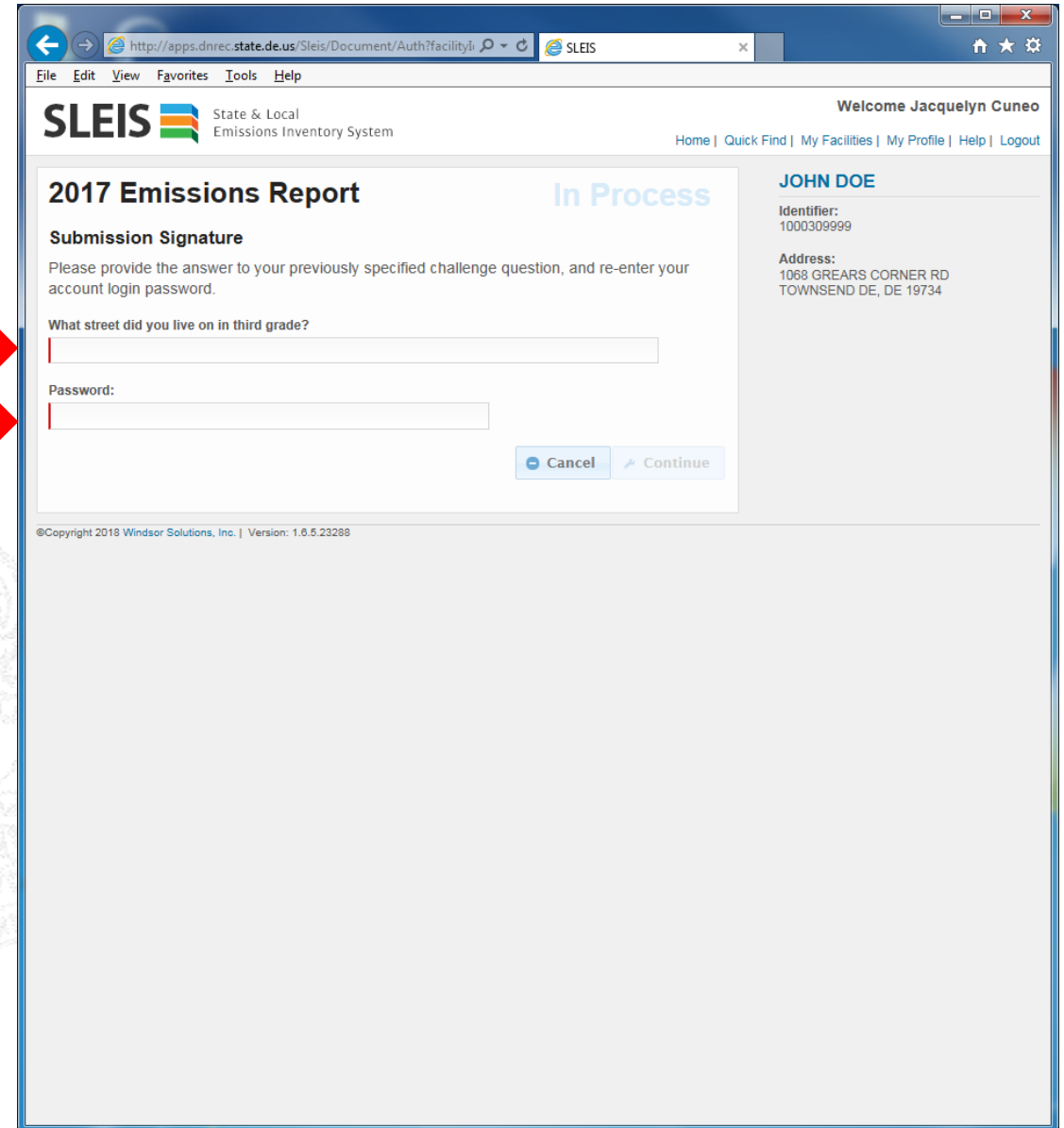
Submitting a Report: Submission Agreements

- In order to continue, the submitter must check the boxes next to the Submission Agreements
- After the submission agreement boxes are checked, the “Continue” button will be activated
- Click “Continue”

The screenshot shows a web browser window with the URL <http://apps.dnrec.state.de.us/Sleis/Document/Agree?facility>. The page is titled "2017 Emissions Report" and "In Process". It includes a "Submission Agreements" section with four checkboxes for terms and conditions. A "Continue" button is visible at the bottom right of the agreement section. The user is identified as "JOHN DOE" with an identifier of "1000309999" and an address in Townsend, DE. The footer of the page includes a copyright notice for Windsor Solutions, Inc. and a version number. A red arrow points to the "Continue" button.

Submitting a Report: Submission Signature

- In order to continue, the submitter must
 - Answer their challenge question
 - Enter password (same password as SLEIS login)
- Click “Continue”



http://apps.dnrec.state.de.us/Sleis/Document/Auth?facilityId=...

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

In Process

Submission Signature

Please provide the answer to your previously specified challenge question, and re-enter your account login password.

What street did you live on in third grade?

Password:

Cancel Continue

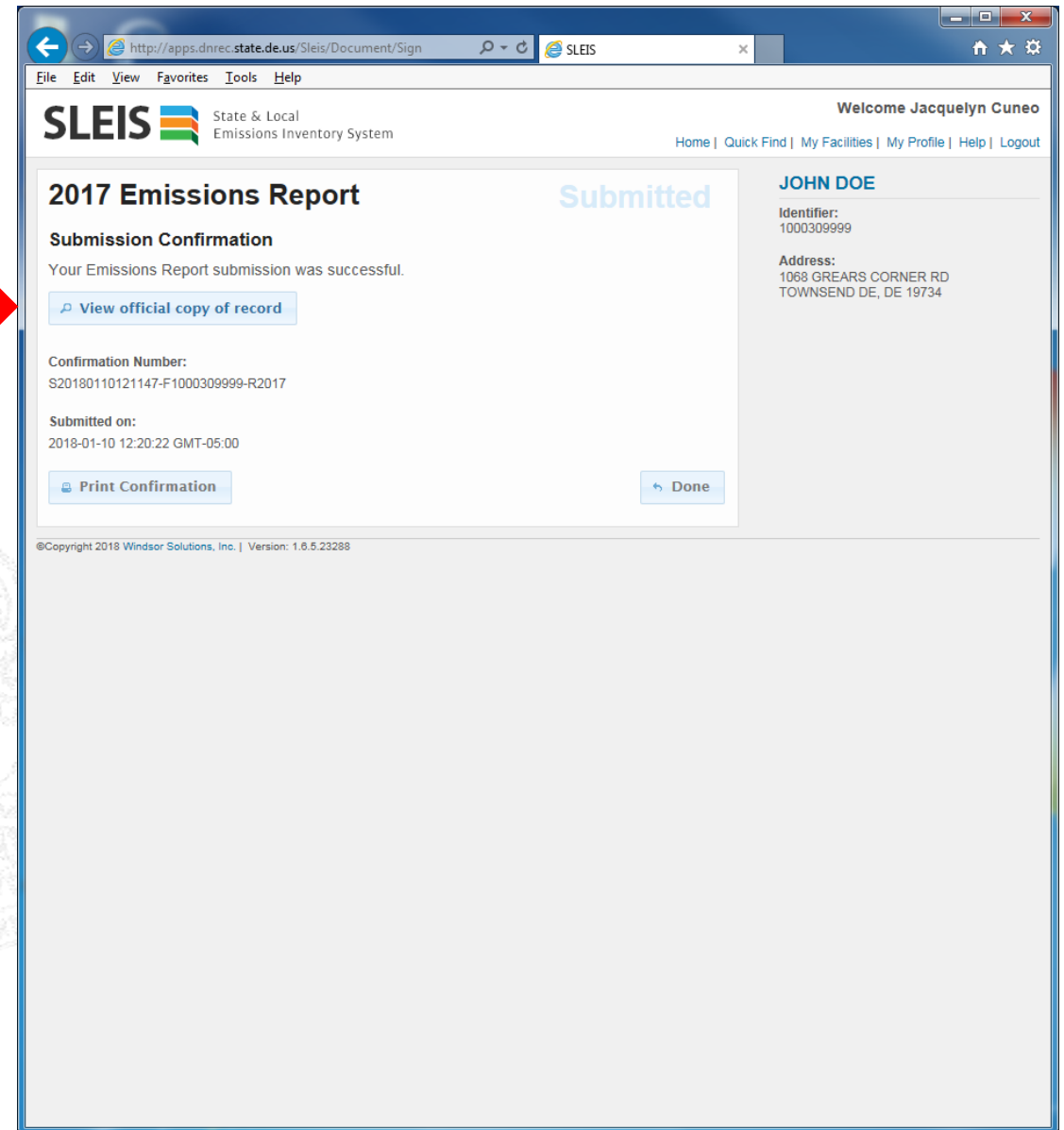
©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288

JOHN DOE
Identifier: 1000309999
Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734



Submitting a Report: Submission Confirmation

- You may View and Save the Official Copy of Record for the facility's record
- You will receive an email from the "State of Delaware DNREC" after successful submission



What's Next?

Emission Statement

- DAQ will review the report, create an emissions statement, and send to the facility's main contact via email
- The facility contact will review the emission statement, the facility's responsible official will sign the statement, and the facility will return the signed statement to DAQ
 - DAQ does not require a hard copy of the signed emission statement
 - The signed statement can be returned via email (preferred method) or postal mail



What's Next?

Amending a Report

- During DAQ review, we may identify an error or omission in the SLEIS report
- If identified, DAQ will notify the facility that an amendment is needed
- Facility must “Request Amendment” on Emission Report main page

http://apps.dnrec.state.de.us/Sleis/Facility/Report/200000471?facilityId=619

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

Submitted

Facility Inventory

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes

Emissions

- Process Emissions
- Report Attachments

Download Template

More Actions

- Print Report

JOHN DOE

Identifier: 1000309999

Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734

Your roles at this facility are:
Editor, Submitter, Administrator

Submission Status

1 version of this emissions report has been submitted.

[View Submission History](#)

[Request Amendment](#)

Summary Reports

Total Emissions by Source - [HTML](#) | [CSV](#)
Total Emissions by Emission Unit - [HTML](#) | [CSV](#)
Total Emissions by Release Point - [HTML](#) | [CSV](#)
Process Emissions Summary - [CSV](#)

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288



What's Next?

Amending a Report

- Enter brief description of reason for amendment
- DAQ will approve and unlock report page
- Facility can make necessary changes and resubmit

http://apps.dnrec.state.de.us/Sleis/Report/Amendment/2001

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

Submitted

Amendment Request

If you need to make changes to a previously submitted report, please contact us via email by using the form below.

Enter a brief description for the reason of your amendment request, and click the Submit button. The request will be routed to the appropriate agency personnel, who will review the request and grant or deny the amendment. Agency personnel may contact you with questions during this process. You will receive an email notification confirming the amendment request was successfully transmitted to the agency.

Message:

Cancel Submit

©Copyright 2018 Windsor Solutions, Inc. | Version: 1.0.5.23288



Contact Information

Jacquelyn Cuneo

email: jacquelyn.cuneo@state.de.us

phone: (302) 739-9402

address: DNREC, Division of Air Quality
Attn: Airshed Planning and Inventory Program
State Street Commons
100 W. Water Street, Suite 6A
Dover, Delaware 19904

